

OCCUPATIONAL OUTLOOK MONTEREY COUNTY 1999



A PRODUCT OF
THE CALIFORNIA COOPERATIVE OCCUPATIONAL INFORMATION
SYSTEM, SPONSORED BY THE MONTEREY COUNTY PRIVATE INDUSTRY COUNCIL, THE
STATE OF CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT, AND THE
CALIFORNIA OCCUPATIONAL INFORMATION
COORDINATING COMMITTEE

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OCCUPATIONAL OUTLOOK: MONTEREY COUNTY

1999

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COOPERATIVE OCCUPATIONAL INFORMATION SYSTEM**

SPONSORED BY:

MONTEREY COUNTY PRIVATE INDUSTRY COUNCIL

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STATE OF CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT

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CALIFORNIA OCCUPATIONAL INFORMATION COORDINATING COMMITTEE

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P R E F A C E

In 1989, the California State Employment Development Department (EDD) awarded the Monterey County Private Industry Council a grant to participate in the State/Local Labor Market Information Program. After years of refinement, the program was expanded in 1996 to cover every county in the state.

The official title of the program is the California Cooperative Occupational Information System (CCOIS). The program's objective is to utilize appropriate resources and expertise at both the local and state levels in the collection, analysis and dissemination of occupational information. Such information is most often used as a guide in the development of training programs and for career counseling. The information provided is also helpful for business and government planning.

This December 1999 report includes summaries of 60 occupations available in Monterey County. Twenty occupations were studied as recently as the summer of 1999, including occupations studied for the first time and occupations previously surveyed. Forty of the occupations included in this report were studied in 1997 and 1998, respectively, and were included in reports for those years. The information is based on confidential surveys with area employers, supplemented by additional data obtained from other organizations, including representatives of vocational schools, unions, apprenticeship programs, and professional associations.

The research methods used to produce this report were designed to provide reliable data. One of the features of the program is that it requires community participation in selecting survey occupations and defining the scope of the study. While most of the research is conducted at the local level, EDD's Labor Market Information Division (LMID) is responsible for setting policy and for providing occupational projections, computer generated samples and technical assistance.

We hope you find this report informative. Please direct any questions to the Private Industry Council Labor Market Information Coordinator at (831) 796-3312.

The Private Industry Council and its staff wish to express sincere appreciation to all the employers and other who participated in this valuable community project. In addition, we acknowledge the assistance of Michael Gramling, CCOIS Research Analyst, LMID, and Nicole Crane, Deidre Sullivan, and James Hall of the Marine Advanced Technology Education Center (www.marinetech.org), without whom the study of *Aquatic Science Technicians* and *Marine Technicians* would not have been possible.

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CCOIS USER SURVEY (INSERT)

INTRODUCTION

The information presented in this Occupational Outlook Report (OOR) was collected and analyzed as a function of a partnership between state and local agencies. Staff of the Monterey County Private Industry Council prepared this material, with assistance from the California State Employment Development Department (EDD), Labor Market Information Division (LMID). The purpose of this OOR is to provide information for labor market decisions, including career planning, human resources management, and vocational training program planning. Questions regarding the material in this report should be directed to Philip Livingston, Labor Market Information Coordinator, at (831) 796-3312.

Information provided in the Occupational Summaries portion of this report applies specifically to Monterey County. Data collection occurred in 1999 from May 17 to September 3, and during approximately the same period in 1997 and 1998. Local users of occupational information selected the occupations presented for study. These users include vocational program administrators, vocational planners and counselors, employers, and others. Different occupations will be selected for future study.

Following are descriptions of each section of the Occupational Summaries.

OCCUPATION

Occupations are listed alphabetically by their Occupational Employment Statistics (OES) titles. The titles and definitions are based on the OES dictionary published by the Bureau of Labor Statistics, May 1992, and updated for California in January 1998. Three occupations for which an OES code does not currently exist were studied: *Aquatic Science Technicians*, *Graphic Designers*, and *Marine Technicians*. References to the Dictionary of Occupational Titles (DOT, U.S. Department of Labor, Employment and Training Administration, Fourth Edition, Revised in 1991), are included in the Occupational Summaries. Occupational Summaries for *Aquatic Science Technicians* and *Marine Technicians* are based on the Monterey Bay area and include data from Santa Cruz County employers.

WAGES

Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. The data enable comparison of salaries across occupations in terms of salary range and median wage. The data are not intended to represent official prevailing wages. The ranges are based primarily on employer surveys and contracts with unions. Nonunion wage ranges are rounded to the nearest \$0.25 for occupations studied in 1997. In the 1998 and 1999 studies, all wages are shown to the nearest cent; however, the reader should not interpret this as an indication of precision. Wages reflect the minimum wage at the time of the survey (\$5.75 per hour in 1998 and 1999; less in 1997). Wage data were collected in each year during the time period shown in parentheses in the *Wages* section of each Occupational Summary and reflect the following definitions:

- | | |
|------------------------------------|---|
| New hire, no experience | - The wages paid to persons without experience in the occupation. |
| New hire, experienced | - The starting wage paid to journey-level or experienced persons just starting at the firm. |
| Experienced, three years with firm | - The wages paid to persons with three years' experience at the firm. |

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

This section presents the amount and kinds of work experience and education required by surveyed employers. Also included are preferences of employers for basic entry level qualifications, including language fluency. Response averages are weighted by size of employment. Technical and other skill requirements are reported for the '**Most Important**' and '**Very Important**' responses options. The 1999 summaries also include abilities, skills, and knowledge information drawn from national employer and peer group surveys by the U. S. Department of Labor, Employment and Training Administration, through the Occupational Information Network (O*Net), Version 1.0. O*Net information is not available for some occupations. The 1998 O*Net Viewer, containing a full explanation of terms and methodology, is available on the Internet at <http://www.doleta.gov/programs/onet>.

In 1999 employers were asked to state minimum educational requirements appropriate to an occupation. (In 1997 and 1998 responding employers were asked to indicate the most common level of education of recent hires. As a result, 1997/98 data may be more indicative of labor supply factors than employer requirements.) Minimum educational requirements, where indicated, have been provided as employers expressed them; however, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, statements by employers that relate to education are included in this report.

The terms **all**, **almost all**, **most**, **many**, **some**, and **few**, found throughout the text represent the following percent ranges:

- All - 100 percent of the survey respondents or their employees
- Almost all - 80-99 percent of the survey respondents or their employees
- Most - 60-79 percent of the survey respondents or their employees
- Many - 40-59 percent of the survey respondents or their employees
- Some - 20-39 percent of the survey respondents or their employees
- Few - less than 20 percent of the survey respondents or their employees

Information on training programs located within Monterey County is provided in Appendix A.

SUPPLY/DEMAND ASSESSMENT

The terms presented in this section of the summary refer to the relative difficulty employers experience in locating qualified applicants (both inexperienced and experienced) for entry and experienced positions in the occupation, based on weighted averages of employer responses. The terms used in describing the local supply/demand situation found in the area in 1999 are defined as

- Very Difficult** - Demand is considerably greater than supply of qualified applicants.
Employers often cannot find qualified applicants when an opening exists.
- Moderately Difficult** - Demand is somewhat greater than the supply of qualified applicants.
Employers may have some difficulty finding qualified applicants at times.
- Not difficult** - Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

The terms "Somewhat Difficult" and "A Little Difficult" were used in the occupational summaries for 1997 and 1998 to describe what is currently referred to as "Moderately Difficult".

SIZE OF OCCUPATION

The term used to describe the size of a particular occupation relates to its estimated number of workers in the county. Occupational size in Monterey County is measured using the following scale:

Small	Less than 178
Medium	178-354
Large	355-769
Very large	770 and above

The range provided in the Occupational Summaries represents the seven-year forecast prepared by EDD for the period 1995-2002.

EMPLOYMENT TRENDS

In most cases, one of several standard terms will describe the expected growth rate for the multi-year outlook period relative to a projected Monterey County average growth of 15.3%, as follows:

Much faster than average	= 1.50 times average or more
Faster than average	= 1.10 to, but not including 1.50 times average
Average	= .90 to, but not including 1.10 times average
Slower than average	= Less than .90, but greater than zero
No significant change, or remain stable	= Zero
Slow decline	= Less than zero

Unless otherwise noted, employment trends are based on EDD projections for the seven-year period 1995-2002, and are subject to many unforeseen factors. It is important not to overemphasize growth in an occupation. For most occupations, more openings are the result of workers leaving the labor force (attrition) or changing occupations than of industry growth. Replacement openings are most numerous in occupations with relatively low training requirements.

Employer responses provided in this section of the occupational summaries reflect current year hiring in the firms that responded to the survey and 2-year projections of 'growth,' remain stable,' or decline.'

OTHER INFORMATION

Other information may be listed in the OOR, including: typical industry concentrations ("Where the jobs are"); hours of work; concentration of on-call, seasonal, or temporary workers; promotional patterns; recruitment practices; and the typical number of hours worked per week in an occupation. Employer responses to open-ended questions are reported for all categories comprising at least 20% of the total responses.

EDD prepared California Occupational Guides are available for many occupations. If a Guide is available for an occupation presented here, or an occupation related to the one reported, the number of the Guide is shown in this report on the last line.

USES OF LABOR MARKET INFORMATION

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below.

Career Decisions

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment.

Program Planning

This report provides local planners and administrators with employment and training, and placement data, as well as occupational size and expected growth rates. Program planners can use these data to evaluate, improve, and eliminate programs, or to plan new programs.

Curriculum Design

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.

Program Marketing

Training providers can market their programs effectively by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Management

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

This report is intended to be used as a good reference to base and support these and many other decisions. As stated in the Preface, to maximize the use of this information, please contact the labor market information unit of the Monterey County Private Industry Council at (831) 796-3312.

Occupational Outlook Reports for this and other areas are available on the World Wide Web

(<http://www.calmis.cahwnet.gov>).

SURVEY METHODOLOGY

OCCUPATION SELECTION

Initially, the Monterey County Private Industry Council staff identified the following criteria for survey occupations:

- **the occupations should have a substantial employment base in the county;**
- **a majority of the occupations to be surveyed should typically require formal training of two years or less.**

For the first of these two criteria (substantial employment base) occupational projection tables prepared by the California Employment Development Department (EDD) were reviewed. These tables provided past, present and future employment by occupation and projected job growth rates for occupations in Monterey County. Using these tables, occupations that showed strong projected growth rates and those that were expected to have sizable replacement needs were selected.

A preliminary list of occupations was developed. Vocational program operators, educational institutions, labor representatives, economic development organizations, and members of the Private Industry Council reviewed this list. From the input of these organizations, occupations were dropped and others added and a final list of occupations was selected.

DEFINITION OF OCCUPATIONS

An occupation is the name or title of a job that identifies the various activities and functions of a worker; i.e., occupations represent what workers do. The method for classifying jobs used in this Program is the Occupational Employment Statistics (OES) classification system developed by the U.S. Department of Labor's Bureau of Labor Statistics (BLS). BLS uses the OES classification system nationwide to study staffing patterns within and among industries. A limited number of occupations that do not have an OES classification at this time are also included in the study as "non-OES" occupations. Every effort is made to incorporate the locally used job titles supplied by employers in the body of the report following the OES definition.

SURVEY SAMPLE SELECTION

After the occupations were selected and defined, an employer sample was developed for each occupation. One consideration in drawing up the employer sample was to identify the industry classification.

An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged.

Industries are classified by the Standard Industrial Classification (SIC) Manual. There are nine major industry groups. Some examples are agriculture, construction, manufacturing, and retail trade, which contain several hundred detailed industry categories. Every firm in the state is classified in one or more of these detailed industry categories, according to the products they produce or services they provide.

EDD staff, using detailed databases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. A medical secretary would generally work for a firm that is classified in the health services category; whereas a typist may be scattered across several industries, e.g., health services, retail trade, manufacturing, etc. This was considered for each occupation when establishing the sample of employers that would receive questionnaires. This sample was carefully reviewed by PIC staff and employers were added and deleted, as appropriate, to obtain an initial sample of 40 employers, wherever possible. Some occupations were found to have fewer than 40 local employers.

QUESTIONNAIRE DEVELOPMENT

Separate questionnaires were developed for each of the occupations. EDD developed a generic framework of questions to be asked, and the local partner developed specific qualifications and preferred language questions for all occupations. (See Sample Questionnaire, Appendix C.)

SURVEY PROCEDURES

PIC staff used the following survey procedures:

Staff began by attempting to obtain phone numbers for each employer on the final list of employers proposed for the study. Many employers were eliminated from the list at this time because they were no longer in business, or because a local address or phone number could not be verified without extraordinary efforts.

Employers selected for the survey who were not contacted by telephone were mailed a questionnaire with a letter from the PIC Labor Market Information (LMI) Coordinator, a descriptive brochure prepared by EDD, and a stamped return envelope.

Every reasonable effort was made by interviewing technicians to contact and re-contact selected employers using a variety of communication media, including telephone, facsimile, e-mail, and regular mail.

All surveys were reviewed by the LMI Coordinator to monitor accuracy and completeness. Employers were contacted if the answers were unclear or conflicted with other answers on the questionnaire.

In addition to contacting employers, the PIC staff contacted labor unions, employment agencies, training providers, etc., on an "as-needed" basis to learn about a specific occupation.

TABULATION AND RESULTS

The survey responses were entered into a database and tabulations were generated on computer software provided by EDD, with the exception of skills and languages data.

Data were analyzed and an experienced member of the PIC staff prepared the final Occupational Summaries. Each Occupational Summary provides information on training and hiring requirements, occupational size, employment trends, supply/demand assessment, wages, and fringe benefits, and other information. Specific employer information is, and will remain, strictly confidential.

LIST OF OCCUPATIONS BY YEAR OF SURVEY

PAGE NUMBER	OCCUPATION	1999
10	Amusement and Recreation Attendants	
12	Aquatic Science Technicians (Monterey and Santa Cruz Counties)	
14	Automotive Mechanics	
16	Carpenters	
18	Child Care Workers	
20	Computer Support Specialists	
22	Dental Assistants	
24	Driver/Sales Workers	
26	First Line Supervisors and Manager/Supervisors - Clerical and Administrative Support Occupations	
28	Graphic Designers	
30	Hazardous Materials Removal Workers	
32	Hotel Desk Clerks	
34	Human Service Workers	
36	Laborers, Landscaping and Groundskeeping	
38	Marine Technicians (Monterey and Santa Cruz Counties)	
40	Medical Assistants	
42	Recreation Workers	
44	Secretaries, except Legal and Medical	
46	Surgical Technicians	
48	Telephone and Cable T.V. Line Installers and Repairers	
		1998
	AGRICULTURAL AND RELATED OCCUPATIONS	
50	Agricultural Sales Workers	
52	Biological, Agricultural, and Food Technicians and Technologists - except Health	
54	Farm Equipment Mechanics	
56	Farm Equipment Operators	
58	Farmworkers, Food and Fiber Crops	
60	First Line Supervisors - Agricultural, Forestry, Fishing and Related Occupations	
62	Hand Packers and Packagers	
	FOOD SERVICES OCCUPATIONS	
64	Cooks - Specialty Fast Foods	
66	Counter Attendants	
68	Waiters and Waitresses	

HEALTH SERVICES OCCUPATIONS

- 70 Nurse Aides
- 72 Physical Therapy Aides
- 74 Physical Therapy Assistants

OFFICE OCCUPATIONS

- 76 Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers
- 78 Personnel Clerks - except Payroll and Timekeeping
- 80 Receptionists and Information Clerks

OTHER OCCUPATIONS

- 82 Data Processing Equipment Repairers
- 84 Firefighters
- 86 Janitors and Cleaners - except Maids and Housekeeping Cleaners
- 88 Stock Clerks - Sales Floor

1997

FOOD SERVICES OCCUPATIONS

- 90 Combined Food Preparation and Service Workers
- 92 Dining Room and Cafeteria Attendants and Bartender Helpers
- 94 Food Preparation Workers

HEALTH SERVICES OCCUPATIONS

- 96 Cardiology Technologists
- 98 Home Health Care Workers
- 100 Massage Therapists
- 102 Occupational Therapy Assistants and Aides
- 104 Pharmacy Technicians
- 106 Physical Therapists

LAW ENFORCEMENT AND RELATED CLUSTER

- 108 Law Enforcement and Related Occupations (Table)
- 110 Correction Officers and Jailers
- 112 Guards and Watch Guards
- 114 Police and Detective Supervisors
- 116 Police Detectives
- 118 Police Patrol Officers
- 120 Sheriffs and Deputy Sheriffs

OTHER OCCUPATIONS

- 122 Drafters
- 124 Instructional Aides
- 126 Painters, Paperhangers - Construction and Maintenance
- 128 Sales Representatives, Scientific and Related Products and Services - except Retail
- 130 Wholesale and Retail Buyers - except Farm Products

OCCUPATIONAL SUMMARIES

AMUSEMENT AND RECREATION ATTENDANTS

OES Code 680140 (9 Firms Reporting)

DEFINITION

Amusement and Recreation Attendants perform a variety of duties at amusement or recreation facilities. They schedule the use of recreation facilities and allocate equipment to participants of sporting events or recreational pursuits, collect fees for games played, set pins, prepare billiard tables, provide caddying and other services for golfers, and operate carnival rides and amusement concessions.

Alternate titles reported by employers include *Personal Trainer, Fitness Attendant, Shop Attendant, Recreation Leader, Greeter, Golf Professional*.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Experience and Qualifications Some employers (22%) require and many (56%) prefer prior experience in the occupation. Some (22%) neither require nor prefer prior occupational experience. Five of six firms indicated they would accept experience in other occupations. Firms requiring experience report a range of 12-36 months. Six of seven employers responding to the question accept training in lieu of experience.

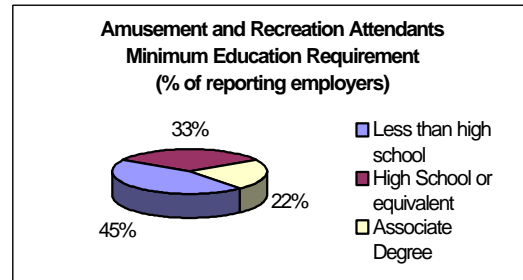
Two employers reported seeking computer software skills. In addition to English, some responding employers also prefer fluency in Spanish.

The Occupational Information Network (O*Net) of 1998 lists the following Abilities, Skills, and Knowledges as important Worker Requirements for this occupation:

Abilities - Oral Communication and Comprehension.

Skills - Speaking; Active Listening; Service Orientation; Social Perceptiveness; Management of Material Resources; Operation and Control.

Knowledges - Customer and Personal Service; Sales and Marketing; Mechanical; Public Safety and Security.



Responding **local employers** rate the following job entry **qualifications** as **Most Important**:

Abilities - work effectively in a team work environment; work well independently.

Skills - verbal communication and speaking; reading and comprehension; listening; English grammar and spelling.

Other - willingness to work nights and/or weekends; willingness to work part-time.

Rated **Very Important** are:

Abilities - perform strenuous, physically demanding work; stand continuously for 2 or more hours; work effectively under periods of high pressure; perform routine, repetitive work; trained in CPR and first aid techniques; effectively delegate work and supervise staff.

Skills - legible handwriting; basic math.

Training: Some employers (22%) require prior vocational training for this occupation.

SIZE OF OCCUPATION

Large (350-440)

EMPLOYMENT TRENDS

Much faster than average growth (25.7%)

Many employers surveyed report that occupational employment remained stable during the last year and many report growth. Most (78%) predict that employment will remain stable over the next two years.

SUPPLY/DEMAND ASSESSMENT

Employers report that it is not difficult to find experienced workers who meet their requirements, but that finding inexperienced workers is moderately difficult.

AMUSEMENT AND RECREATION ATTENDANTS

OES Code 680140 (9 Firms Reporting)

WAGES AND FRINGE BENEFITS (Summer 1999)

New Hires, No Experience: \$5.75 to \$8.00/hr Median: \$6.25/hr
 New Hires, Experienced: \$6.00 to \$11.51/hr Median: \$8.75/hr
 Experienced, 3 Yrs w/Firm: \$6.25 to \$24.00/hr Median: \$10.50/hr

Benefits % responding employers	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	44		33	11			56	
Dental Insurance	44		22	11			11	56
Vision Insurance	22		22				33	67
Life Insurance	22		22				33	67
Sick Leave	56		11				11	67
Vacation	67		11					67
Retirement Plan	33		11				33	67
Child Care	11	11	11	11			56	44
Other*	11		11	11			56	56

*Club membership, 401(K) Plan

WHERE THE JOBS ARE

Major employing industries include tennis clubs, golf courses, recreation centers, amusement parks.

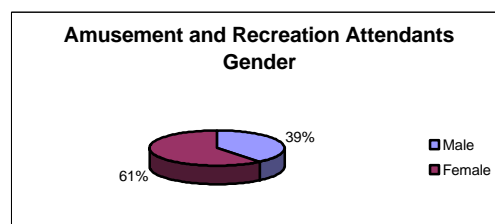
OTHER INFORMATION

Hours: Some workers are seasonal, averaging 31 hours/week and some work part-time, averaging 22 hours/week; some work full-time, averaging 40 hours/week; few are temporary on-call, averaging 19 hours/week. Few firms report other than day shifts.

Vacancies/Promotion: Most filled vacancies (65%) in the last 12 months were seasonal/temporary; few vacancies were created from new positions and few from employees leaving. Most firms promote to higher levels of supervision; some do not promote.

Recruitment: The most successful methods for recruitment reported by employers are employee referrals (88%), newspaper advertisements (63%), in-house promotion or transfer (38%), and walk-in applicants (38%).

Unionization: This occupation is not unionized.

**RELATED D.O.T. OCCUPATIONAL TITLES**

195.367-030 Recreation Aide;
 340.367-010 Desk Clerk, Bowling Floor;
 340.477-010 Racker;
 341.367-010 Recreation-Facility Attendant;
 341.464-010 Skate-Shop Attendant;
 341.677-010 Caddie;
 341.683-010 Golf-Range Attendant;
 342.657-014 Game Attendant;
 342.663-010 Ride Operator;
 342.667-010 Wharf Attendant;
 342.667-014 Attendant, Arcade;
 342.677-010 Ride Attendant;
 343.367-010 Card Player;
 343.467-010 Cardroom Attendant I;
 343.467-014 Floor Attendant;
 343.577-010 Cardroom Attendant II;
 349.664-010 Amusement Park Worker;
 349.674-010 Animal-Ride Attendant.

All = 100%, Almost All = 80-99%, Most = 60-79%, Many = 40-59%, Some = 20-39%, Few = less than 20%

AQUATIC SCIENCE TECHNICIANS

Non-OES Code 041061996 (8 Firms Reporting - Monterey and Santa Cruz Counties)

DEFINITION

Aquatic Science Technicians study, collect, observe, or maintain various types of aquatic life, such as plankton, plants, invertebrates, fish, and other animals in a laboratory, aquarium, or field setting. They may use specialized equipment to investigate salinity, temperature, weather, acidity, light, oxygen content, and other properties of water, and surrounding geophysical structures to determine their relationship to the aquatic environment. May be designated to build and/or set-up ponds, aquariums or other holding tanks for aquatic life. May be designated Aquaculture Technicians and perform tasks used in culture, breeding, and raising of aquatic life. May be designated Aquarists for public aquariums and ponds, tropical fish stores, or the live food business.

Alternate titles reported by employers include *Aquaculture Technician, Aquarist, Asst. Fishery Biologist, Lab Assistant, Staff Research Assistant, Fish and Wildlife Assistant, Scientist I-IV.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Experience and Qualifications

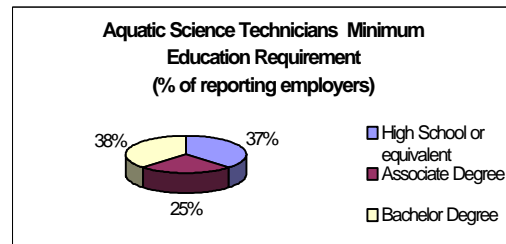
Some employers (25%) require and most (63%) prefer prior experience in the occupation. Few (13%) neither require nor prefer prior occupational experience.

Firms requiring experience report a range of 3 to 24 months. Five of seven responding firms indicated that they would accept experience in other occupations. Six of seven employers responding to the question accept training in lieu of experience.

All employers responding to the question reported seeking computer software skills in word processing and spreadsheet. Six seek computer database skills and three seek other computer skills. In addition to English, some responding employers also prefer fluency in Spanish.

Local employers rate the following *qualifications* as **Most Important:**

Abilities - work effectively in a team work environment; work well independently; perform strenuous, physically demanding work; stand continuously



for 2 or more hours; perform routine, repetitive work; work effectively under periods of high pressure; sit continuously for 2 or more hours.

Skills - reading and comprehension; listening; verbal communication and speaking; English grammar and spelling; legible handwriting; basic math.

Other - willingness to work nights and/or weekends; willingness to work part-time; pass a pre-employment medical exam; possess excellent hearing; possess excellent vision; willingness to work overtime; possess a good DMV driving record.

New Skills: Employers surveyed indicate an increasing need for knowledge of Monterey Bay, animal health, exotic animal nutrition, sorting and identifications of invertebrates, and boat handling, electrical, mechanical skills.

Training: Some employers (25%) require vocational training and some (25%) prefer but do not require vocational training. Training curricula for this occupation are being developed for local community colleges.

SIZE OF OCCUPATION

Data are not available.

EMPLOYMENT TRENDS

Data are not available.

Most employers surveyed report that occupational employment grew during the last year and some report the employment remained stable. Many (50%) predict that employment will grow over the next two years; some (38%) predict that employment will remain stable.

SUPPLY/DEMAND ASSESSMENT

Employers report that it is not difficult to find experienced and inexperienced workers who meet their requirements.

All = 100%, Almost All = 80-99%, Most = 60-79%, Many = 40-59%, Some = 20-39%, Few = less than 20%

AQUATIC SCIENCE TECHNICIANS

Non-OES Code 041061996 (8 Firms Reporting - Monterey and Santa Cruz Counties)

WAGES AND FRINGE BENEFITS (Summer 1999)

New Hires, No Experience: \$7.00 to \$11.08/hr Median: \$9.00/hr
 New Hires, Experienced: \$7.50 to \$13.41/hr Median: \$10.28/hr
 Experienced, 3 Yrs w/Firm: \$8.50 to \$21.55/hr Median: \$12.65/hr

Benefits % responding employers	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	75	13	13					13
Dental Insurance	63	13					25	13
Vision Insurance	38		13				38	25
Life Insurance	50	13			13		25	13
Sick Leave	75						13	25
Vacation	88	13						13
Retirement Plan	75	13					13	13
Child Care	13						75	25
Other*	38						50	25

*Employee Assistance Plan, Uniforms, Long Term Disability

WHERE THE JOBS ARE

Major employing industries include aquariums, state and local agencies, research laboratories, aquaculture firms.

OTHER INFORMATION

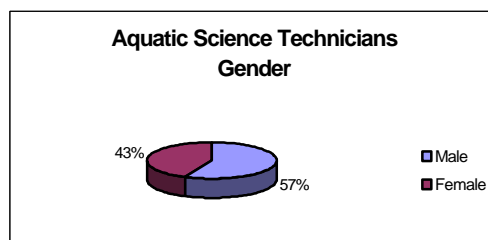
Hours: Almost all (84%) workers are full-time, averaging 41 hours/week. Few are temporary/on call, averaging 20 hours/week; part-time, averaging 30 hours/week; or seasonal, averaging 40 hours/week.

Some firms report other than day shifts.

Vacancies/Promotion: Hiring temporary workers filled most vacancies (66%) during the last 12 months. Some (25%) occurred through creation of new positions and few (9%) from employees leaving. All firms promote from this occupation to higher levels in the same field.

Recruitment: The most successful methods for recruitment reported by employers are colleges and universities (83%), newspaper advertisements (50%), internet (33%), and walk-in applicants (33%).

Unionization: Almost all workers (86%) are non-union.



All = 100%, Almost All = 80-99%, Most = 60-79%, Many = 40-59%, Some = 20-39%, Few = less than 20%

AUTOMOTIVE MECHANICS

OES Code 853020 (17 Firms Reporting)

DEFINITION

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists are not included.

Alternate titles reported by employers include *Automotive Technician, Transmission Builder*.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Experience and Qualifications

Most employers (71%) require and some (29%) prefer prior experience in the occupation.

Firms requiring experience report a range of 6 to 60 months. Some firms (24%) indicated that they would accept experience in other occupations, but most (76%) do not accept other experience. Most employers (76%) accept training in lieu of experience.

Ten employers reported seeking computer software skills. In addition to English, some responding employers also prefer fluency in Spanish.

The Occupational Information Network (O*Net) of 1998 lists the following Abilities, Skills, and Knowledges as important Worker Requirements for this occupation:

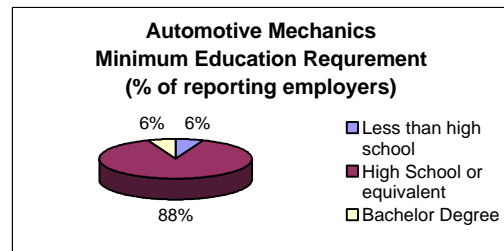
Abilities - Information Ordering; Problem Sensitivity; Manual Dexterity; Hearing Sensitivity; Visualization.

Skills - Repairing; Troubleshooting; Problem Identification; Equipment Maintenance; Installation; Equipment Selection; Operation Monitoring; Testing.

Knowledges - Mechanical; Computers and Electronics.

Local employers rate the following *qualifications* as **Most Important**:

Abilities - work effectively in a team work environment; work well independently; stand continuously for 2 or more hours.



Skills - reading and comprehension skills; listening skills; legible handwriting skills.

Other - pass a drug screening exam; possess a good DMV driving record.

Rated **Very Important** are:

Abilities - perform strenuous, physically demanding work; work effectively under periods of high pressure; perform routine, repetitive work.

Skills - English grammar and spelling; verbal communication and speaking; basic math.

Other - possess own vehicle and insurance; pass a pre-employment medical exam; possess excellent hearing; possess excellent vision.

New Skills: New skills listed by responding employers include electronics, use of lab scope and digital equipment.

Training: Many firms (59%) require vocational training, but some (24%) do not require training. Few (18%) prefer, but do not require training. Training is available through the Regional Occupational Program, Monterey Peninsula College, and Hartnell College.

SIZE OF OCCUPATION

Very large (700-800)

EMPLOYMENT TRENDS

Average growth (14.3%)

Most employers surveyed (65%) report that occupational employment remained stable during the last year, and some (35%) report growth. Most (65%) predict growth over the next two years, but some (35%) predict that employment will remain stable.

SUPPLY/DEMAND ASSESSMENT

Most firms report that it is very difficult to find experienced workers who meet their requirements, and moderate difficulty in finding inexperienced workers.

All = 100%, Almost All = 80-99%, Most = 60-79%, Many = 40-59%, Some = 20-39%, Few = less than 20%

AUTOMOTIVE MECHANICS

OES Code 853020 (17 Firms Reporting)

WAGES AND FRINGE BENEFITS (Summer 1999)

New Hires, No Experience: \$7.00 to \$10.00/hr **Median:** \$8.00/hr
New Hires, Experienced: \$7.00 to \$19.00/hr **Median:** \$15.00/hr
Experienced, 3 Yrs w/Firm: \$15.00 to \$25.00/hr **Median:** \$19.00/hr

Benefits % responding employers	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	76		18		6		6	
Dental Insurance	65		18		6		12	6
Vision Insurance	18		6		6		71	6
Life Insurance	41		6		6		47	6
Sick Leave	29						71	6
Vacation	94						6	6
Retirement Plan	35		12		12		41	6
Child Care							100	6
Other (Uniforms)	41		6				53	6

WHERE THE JOBS ARE

Major employing industries include automobile dealers, automotive service and repair garages.

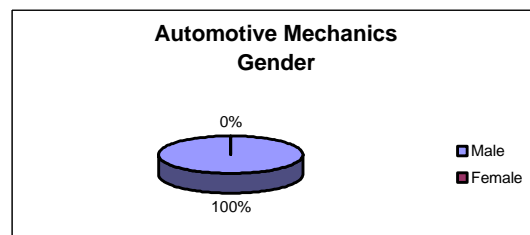
OTHER INFORMATION

Hours: Almost all workers are full-time, averaging 40 hours/week on a day shift basis.

Vacancies/Promotion: Many vacancies (46%) occurred in the last 12 months through employees leaving; some (38%) resulted from creation of new positions, and few from promotions (15%). Almost all firms promote to positions that include supervision and management. Few do not promote.

Recruitment: The most successful methods for recruitment reported by employers are employee referrals (65%), walk-in applicants (65%), and newspaper advertisements (47%).

Unionization: Almost all workers (88%) are nonunion..

**RELATED D.O.T. OCCUPATIONAL TITLES**

620.261-010 Automobile Mechanic;
 620.261-012 Automobile-Mechanic Apprentice;
 620.261-030 Automobile-Service-Station Mechanic;
 620.281-010 Air-Conditioning Mechanic;
 620.281-026 Brake Repairer;
 620.281-034 Carburetor Mechanic;
 620.281-038 Front-End Mechanic;
 620.281-062 Transmission Mechanic;
 620.281-066 Tune-Up Mechanic;
 620.381-010 Automobile-Radiator Mechanic;
 620.684-018 Brake Adjuster;
 620.684-022 Clutch Rebuilder;
 807.664-010 Muffler Installer.

**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #24**

All = 100%, Almost All = 80-99%, Most = 60-79%, Many = 40-59%, Some = 20-39%, Few = less than 20%

CARPENTERS

OES Code 871020 (17 Firms Reporting)

DEFINITION

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Cabinetmakers and Bench Carpenters are not included.

Alternate titles reported by employers include *Apprentice Carpenter*, *Carpenter Trainee*, *Maintenance Worker*.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS**Experience and Qualifications**

Many firms (59%) require and some (29%) prefer prior experience in the occupation. Few (12%) neither require nor prefer prior occupational experience. Four of 13 firms indicated they would accept experience in other occupations. Firms requiring experience report a range of 6 to 120 months. Ten of 15 employers responding to the question accept training in lieu of experience.

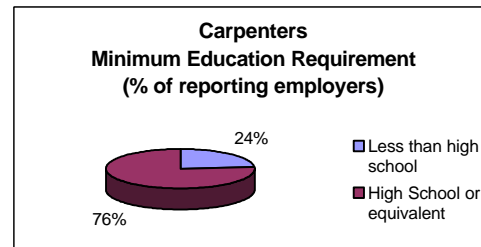
One employer reported seeking computer software (word processing) skills. In addition to English, some responding employers also prefer fluency in Spanish.

The Occupational Information Network (O*Net) of 1998 lists the following Abilities, Skills, and Knowledges as important Worker Requirements for this occupation:

Abilities - Visualization; Manual Dexterity; Extent Flexibility; Explosive Strength; Arm-Hand Steadiness.

Skills - Installation; Product Inspection; Equipment Selection; Repairing; Mathematics; Operation and Control; Reading Comprehension.

Knowledges - Building and Construction; Design.



Local employers rate the following *qualifications* as **Very Important**:

Abilities - Stand continuously for 2 or more hours; work effectively in a team work environment; work well independently; perform strenuous, physically demanding work; perform routine, repetitive work; work effectively under periods of high pressure.

Skills - basic math; listening; verbal communication and speaking.

Other - possess a good DMV driving record; possess own vehicle and insurance.

New Skills: Employers surveyed indicate an increasing need for the ability to read plans, good hand-eye coordination, and knowing when to talk to owners.

Training: Most firms (71%) do not require vocational training, but some (24%) prefer prior formal training. Training is available at the Regional Occupational Program, the Carpenters Union JATC, and local community colleges.

SIZE OF OCCUPATION

Large (530-660)

EMPLOYMENT TRENDS**Much faster than average growth (24.5%)**

Many employers surveyed (53%) report that occupational employment remained stable during the last year and many (47%) report growth. Many (47%) predict growth over the next two years and many (41%) predict that employment will remain stable.

SUPPLY/DEMAND ASSESSMENT

Employers report moderate difficulty in finding experienced and inexperienced workers who meet their requirements.

All = 100%, Almost All = 80-99%, Most = 60-79%, Many = 40-59%, Some = 20-39%, Few = less than 20%

CARPENTERS

OES Code 871020 (17 Firms Reporting)

WAGES AND FRINGE BENEFITS (Summer 1999)*Union*

New Hires, No Experience: \$11.82 to \$17.27/hr Median: \$12.66/hr
 New Hires, Experienced: \$10.00 to \$26.55/hr Median: \$18.25/hr
 Experienced, 3 Yrs w/Firm: \$13.68 to \$27.76/hr Median: \$24.14/hr

Nonunion

New Hires, No Experience: \$8.00 to \$8.00/hr Median: \$8.00/hr
 New Hires, Experienced: \$7.50 to \$18.00/hr Median: \$13.00/hr
 Experienced, 3 Yrs w/Firm: \$10.00 to \$25.00/hr Median: \$17.50/hr

Benefits % responding employers	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	24		18				59	6
Dental Insurance	24		12				65	6
Vision Insurance	24		12				65	6
Life Insurance	24						76	6
Sick Leave	24						76	6
Vacation	41						59	6
Retirement Plan	12		12				76	6
Child Care							100	6
Other*	53						47	6

*Union provides Fringe Benefits; Firm provides tools.

WHERE THE JOBS ARE

Major employing industries include building contractors and public school districts.

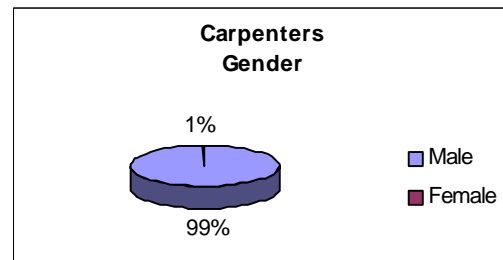
OTHER INFORMATION

Hours: Almost all (95%) work full-time, averaging 40 hours/week. Few (3%) are seasonal, averaging 40 hours/week, and few (2%) work part-time, averaging 20 hours/week. All work on the day shift, and few (17%) also work a swing shift.

Vacancies/Promotion: Most vacancies (56%) in the last 12 months occurred through creation of new positions. Some (27%) were temporary hires. Few (12%) resulted from employees leaving and few (5%) resulted from promotions. Most firms (71%) promote to positions that include supervision and management.

Recruitment: The most successful methods for recruitment reported by employers are employee referrals (47%), newspaper advertisements (47%), and union hall referrals (47%).

Unionization: Most workers (69%) are union.

RELATED D.O.T. OCCUPATIONAL TITLES

860.281-014 Carpenter, Ship;
 860.361-010 Boatbuilder, Wood;
 860.381-022 Carpenter;
 860.381-042 Carpenter, Rough;
 860.381-046 Form Builder;
 860.381-050 Joiner;
 860.381-058 Shipwright;
 860.381-066 Tank Builder and Erector;
 860.684-010 Builder, Beam;
 863.684-010 Composition-Weatherboard Applier;
 869.361-066 Sign Erector-and-Repairer;
 869.381-010 House Repairer;
 869.381-034 Timber Framer.

**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #16**

All = 100%, Almost All = 80-99%, Most = 60-79%, Many = 40-59%, Some = 20-39%, Few = less than 20%

CHILD CARE WORKERS

OES Code 680380 (20 Firms Reporting)

DEFINITION

Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Workers whose primary function is to teach in a structured setting are not included.

Alternate titles reported by employers include *Teacher Assistant, Day Care Provider, Infant Teacher, Care Giver, Nursery Worker, Child Care Assistant, Child Care Attendant, Recreation Attendant*.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Experience and Qualifications

Many employers (50%) require and many (50%) prefer prior experience in the occupation. Many firms (55%) indicated they would accept experience in other occupations. Firms requiring experience report a range of 3 to 12 months. Almost all (80%) accept training in lieu of experience.

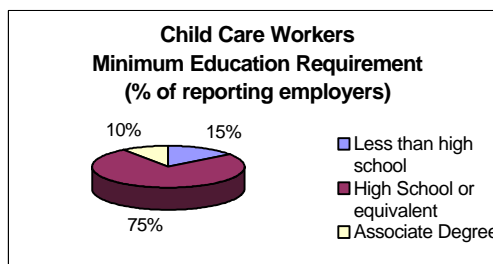
Three employers reported seeking computer software skills, principally in word processing. In addition to English, many responding employers also prefer fluency in Spanish. Few also prefer fluency in Korean, French, and/or Russian.

The Occupational Information Network (O*Net) of 1998 lists the following Abilities, Skills, and Knowledges as important Worker Requirements for this occupation:

Abilities - Oral Expression; Oral Comprehension; Problem Sensitivity; Speech Clarity; Time Sharing.

Skills - Social Perceptiveness; Speaking; Active Listening; Service Orientation; Instructing; Learning Strategies; Monitoring; Problem Identification.

Knowledges - Customer and Personal Service; Psychology.



Local employers rate the following **qualifications** as **Very Important**:

Abilities – work well independently; stand continuously for 2 or more hours; effectively delegate work and supervise staff volunteers; work effectively under periods of high pressure; perform strenuous, physically demanding work; perform routine, repetitive work; work effectively in a team work environment; trained in CPR and first aid techniques.

Skills - listening; verbal communication and speaking; reading and comprehension.

New Skills: Employers surveyed indicate an emerging need for more childhood development knowledge and the ability to communicate effectively.

Training: Some firms (30%) require prior vocational training and some (25%) prefer prior training. The Regional Occupational Program, public adult schools, and local community colleges provide training for this occupation.

SIZE OF OCCUPATION

Small (150-170)

EMPLOYMENT TRENDS

Slower than average growth (13.3%)

Most employers surveyed (65%) report that occupational employment remained stable over the last year and some (35%) report growth. Many (55%) predict that employment will remain stable over the next two years and many (45%) predict growth.

SUPPLY/DEMAND ASSESSMENT

Employers report moderate difficulty in finding experienced and inexperienced workers who meet their requirements.

CHILD CARE WORKERS

OES Code 680380 (20 Firms Reporting)

WAGES AND FRINGE BENEFITS (Summer 1999)

New Hires, No Experience: \$5.75 to \$8.39/hr **Median:** \$7.12/hr
New Hires, Experienced: \$5.75 to \$10.00/hr **Median:** \$7.48/hr
Experienced, 3 Yrs w/Firm: \$7.00 to \$11.63/hr **Median:** \$9.13/hr

Benefits % responding employers	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	30		10	25			25	45
Dental Insurance	15		10	25			40	45
Vision Insurance	5			15			60	55
Life Insurance	25	5		10			40	55
Sick Leave	40	30		5			25	35
Vacation	40	30					25	40
Retirement Plan		10	5	10	5	5	55	45
Child Care	40	20	10	5			15	45
Other (Use of club)		5					65	65

WHERE THE JOBS ARE

Major employing industries include private day care facilities, school districts, and non-profit organizations.

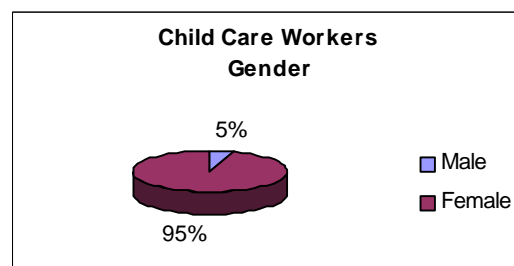
OTHER INFORMATION

Hours: Many employees (55%) are full-time, averaging 40 hours/week. Some (22%) are part-time, averaging 17 hours/week. Few (17%) are seasonal, averaging 40 hours/week, or are temporary/on call (6%), averaging 12 hours/week. Almost all (80%) work days; some (28%) work other shifts based on school hours and few (5%) work a swing shift.

Vacancies/Promotion: Temporary hires accounted for most vacancies (64%) in the last 12 months. Few vacancies (15%) resulted from employees leaving, few (13%) from new positions, and few (9%) from promotions. Almost all (85%) promote to positions that include teacher, supervisor, and director.

Recruitment: The most successful methods for recruitment reported by employers are newspaper advertisements (75%), employee referrals (70%), and walk-in applicants (40%).

Unionization: Almost all workers (88%) are non-union



RELATED D.O.T. OCCUPATIONAL TITLES

355.674-010 Child-Care Attendant, School;
 359.677-010 Attendant, Children's Institution;
 359.677-018 Nursery School Attendant;
 359.677-026 Playroom Attendant.

**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #505**

All = 100%, Almost All = 80-99%, Most = 60-79%, Many = 40-59%, Some = 20-39%, Few = less than 20%

COMPUTER SUPPORT SPECIALISTS

OES Code 251040 (15 Firms Reporting)

DEFINITION

Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.

Alternate titles reported by employers include *Mis Manager, Technical Support Specialist, Digital Solutions Specialist, Information Systems Support Technician, Computer Technician, District Software Technician, Microsupport Technician, Personal Computer Support Technician*.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Experience and Qualifications

Almost all employers (80%) require and some (20%) prefer prior experience in the occupation. Eight of 14 firms indicated they would accept experience in other occupations. Firms requiring experience report a range of 6 to 36 months. Most employers (67%) accept training in lieu of experience.

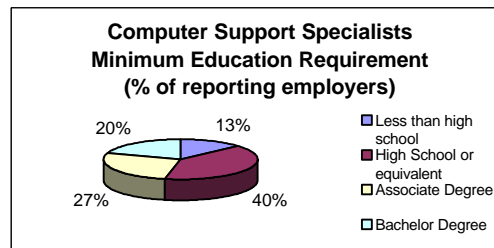
All employers reported seeking a computer software skills. In addition to English, some responding employers also prefer fluency in Spanish.

The Occupational Information Network (O*Net) of 1998 lists the following Abilities, Skills, and Knowledges as important Worker Requirements for this occupation:

Abilities - Oral Expression; Written Comprehension; Oral Comprehension; Problem Sensitivity; Speech Clarity.

Skills - Instructing; Testing; Troubleshooting; Problem Identification; Information Gathering; Critical Thinking; Reading Comprehension; Product Inspection; Judgment and Decision Making..

Knowledges - Computers and Electronics.



Local employers rate the following **qualifications** as **Most Important**:

Abilities - work effectively under periods of high pressure.

Skills - listening skills.

Rated **Very Important** are:

Abilities - work well independently; work effectively in a team work environment.

Skills - reading and comprehension; basic math; verbal communication and speaking; English grammar and spelling; legible handwriting.

Other - possess own vehicle and insurance.

Training: Many employers (47%) require and some (27%) prefer prior vocational training. Training is available at local community colleges.

SIZE OF OCCUPATION

Small (40-50)

EMPLOYMENT TRENDS

Much faster than average growth (25.0%)

Most employers (67%) surveyed report that occupational employment remained stable during the last year; some (33%) report growth. Many firms (53%) predict growth over the next two years and many predict that employment will remain stable.

SUPPLY/DEMAND ASSESSMENT

Employers report that it is very difficult to find experienced and inexperienced workers who meet their requirements.

All = 100%, Almost All = 80-99%, Most = 60-79%, Many = 40-59%, Some = 20-39%, Few = less than 20%

COMPUTER SUPPORT SPECIALISTS

OES Code 251040 (15 Firms Reporting)

WAGES AND FRINGE BENEFITS (Summer 1999)*Nonunion*

New Hires, No Experience: \$12.00 to \$12.00/hr Median: \$12.00/hr
 New Hires, Experienced: \$5.75 to \$27.09/hr Median: \$14.40/hr
 Experienced, 3 Yrs w/Firm: \$6.47 to \$22.71/hr Median: \$18.22/hr

Union

New Hires, No Experience: \$14.85 to \$17.00/hr Median: \$15.93/hr
 New Hires, Experienced: \$10.12 to \$23.97/hr Median: \$14.85/hr
 Experienced, 3 Yrs w/Firm: \$11.18 to \$23.97/hr Median: \$18.39/hr

Benefits % responding employers	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	53		47					7
Dental Insurance	67		33					7
Vision Insurance	53		40				7	7
Life Insurance	60		20				20	7
Sick Leave	87						13	7
Vacation	100				13			7
Retirement Plan	40		27		13		20	7
Child Care			7				80	7
Other*	27						73	7

*Deferred tuition, Mileage expense, Training Expense, Employee Assistance Plan, 401(K) Plan, Holiday pay

WHERE THE JOBS ARE

Major employing industries include public school districts and community colleges, local government, private businesses (retail, wholesale, manufacturing), computer support firms, newspapers and other publishing firms, temporary help agencies.

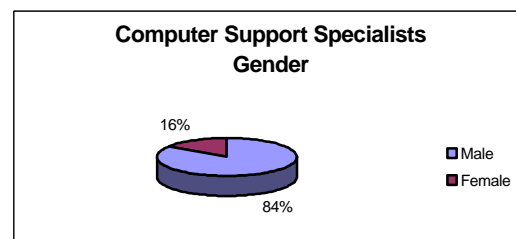
Recruitment: The most successful methods for recruitment reported by employers are newspaper advertisements (80%), in-house promotion or transfer (60%), and employee referrals (53%).

Unionization: Most workers (67%) are nonunion.

OTHER INFORMATION

Hours: Almost all (91%) work full-time, averaging 32 to 40 hours/week. Few (8%) are temporary/on call, averaging 40 hours/week, and few (2%) work part-time, averaging 15 hours/week. All work day shifts, and few (5%) also work swing shifts.

Vacancies/Promotion: Some vacancies occurred in the last 12 months through creation of new positions (39%), some (22%) through promotions, some (22%) through employees leaving, and few (17%) were temporary hires. Almost all firms (80%) promote to positions that include supervision, management, programmer, network administrator, and engineer.

**RELATED D.O.T. OCCUPATIONAL TITLES**

032.132-010 User Support Analyst Supervisor;
 032.262-010 User Support Analyst;
 039.264-010 Microcomputer Support Specialist.

All = 100%, Almost All = 80-99%, Most = 60-79%, Many = 40-59%, Some = 20-39%, Few = less than 20%

DENTAL ASSISTANTS

OES Code 660020 (15 Firms Reporting)

DEFINITION

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

An alternate title reported by employers is *Registered Dental Assistant*.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Experience and Qualifications

Most employers (60%) require and some (33%) prefer prior experience in the occupation. Few (7%) neither require nor prefer prior experience. Two of 13 firms indicated they would accept experience in other occupations. Firms requiring experience report a range of 3 to 12 months. Nine of 14 employers responding to the question accept training in lieu of experience.

Four employers reported seeking computer software skills. In addition to English, most responding employers also prefer fluency in Spanish.

The Occupational Information Network (O*Net) of 1998 lists the following Abilities, Skills, and Knowledges as important Worker Requirements for this occupation:

Abilities - Arm-Hand Steadiness; Near Vision; Finger Dexterity; Oral Comprehension; Control Precision.

Skills - Coordination; Active Listening; Speaking; Time Management; Service Orientation; Information Organization; Equipment Selection; Reading Comprehension.

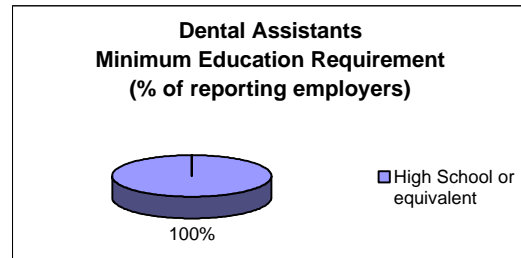
Knowledges - Medicine and Dentistry; Clerical.

Local employers rate the following *qualifications* as **Most Important**:

Abilities - work effectively in a team work environment; trained in CPR and first aid techniques; perform routine, repetitive work.

Skills - verbal communication and speaking; legible handwriting; listening.

Other - willingness to work overtime.



Rated **Very Important** are:

Abilities - work effectively under periods of high pressure; work well independently; sit continuously for 2 or more hours; stand continuously for 2 or more hours.

Skills - reading and comprehension; English grammar and spelling; basic math.

New Skills: Responding employers report that the following new skills will be in demand for this occupation: dental x-ray license, customer service skills, computer skills.

Training: Most employers (73%) require and some (27%) prefer prior vocational training. Training is available at the Regional Occupational Program, public adult schools, and local community colleges.

SIZE OF OCCUPATION

Large (340-410)

EMPLOYMENT TRENDS

Faster than average growth (20.6%)

Most employers surveyed (60%) report that occupational employment remained stable during the last year, and many (40%) report growth. Most employers (60%) predict that employment will remain stable over the next two years, and many (40%) predict growth.

SUPPLY/DEMAND ASSESSMENT

Employers report moderate difficulty in finding experienced and inexperienced applicants who meet their requirements.

All = 100%, Almost All = 80-99%, Most = 60-79%, Many = 40-59%, Some = 20-39%, Few = less than 20%

DENTAL ASSISTANTS

OES Code 660020 (15 Firms Reporting)

WAGES AND FRINGE BENEFITS (Summer 1999)

New Hires, No Experience: \$6.00 to \$10.00/hr **Median:** \$7.75/hr
New Hires, Experienced: \$8.00 to \$13.00/hr **Median:** \$11.00/hr
Experienced, 3 Yrs w/Firm: \$11.00 to \$15.00/hr **Median:** \$13.50/hr

Benefits % responding employers	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	53		20				27	67
Dental Insurance	60	27	13	7			27	33
Vision Insurance	13				13		73	67
Life Insurance	13		7		13		67	67
Sick Leave	73	20					27	47
Vacation	93	27					7	40
Retirement Plan	67	7					33	60
Child Care							100	67
Other (Uniforms)	20						80	67

WHERE THE JOBS ARE

Major employing industries include offices of dentists.

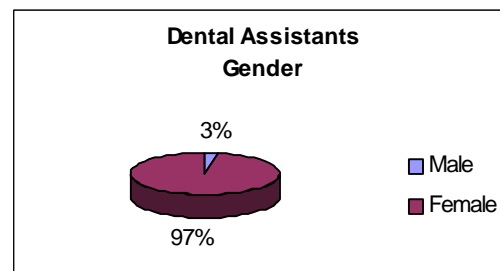
OTHER INFORMATION

Hours: Almost all employees (80%) work full-time, averaging 31 to 38 hours/week. Some (20%) work part-time, averaging 22 hours/week. All work day shifts, and few (12%) also work swing shifts.

Vacancies/Promotion: Many vacancies (47%) occurred in the last 12 months through employees leaving; some (29%) resulted from the creation of new positions and few (12%) occurred through promotions. Most firms (60%) do not promote.

Recruitment: The most successful methods for recruitment reported by employers are newspaper advertisements (87%), school and program referrals (60%), and employee referrals (47%).

Unionization: This occupation is not unionized.



RELATED D.O.T. OCCUPATIONAL TITLES

The Dictionary of Occupational Titles (D.O.T.) code for this occupation is 079.361-018 Dental Assistant.

**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #27**

DRIVER/SALES WORKERS

OES Code 971170 (16 Firms Reporting)

DEFINITION

Driver/Sales Workers drive trucks or other vehicles over established routes to deliver and sell goods, such as food products; to collect and deliver items, such as laundry; or to collect coins, and to refill and service vending machines. Newspaper Delivery Drivers are included.

Alternate titles reported by employers include *Delivery, Route Sales Representative, Route Driver, Sales Driver, Delivery Merchandiser, Full Service Delivery*.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Experience and Qualifications Few employers (13%) require, but most (69%) prefer prior experience in the occupation. Few (19%) neither require nor prefer prior occupational experience. Nine of 13 firms indicated they would accept training in lieu of experience. Firms requiring experience report a range of 6 to 12 months. Employers are not currently seeking computer software skills. In addition to English, some responding employers also prefer fluency in Spanish and few prefer fluency in Filipino-Tagalog.

The Occupational Information Network (O*Net) of 1998 lists the following Abilities, Skills, and Knowledges as important Worker Requirements for this occupation:

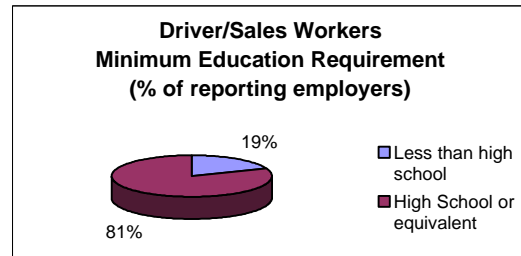
Abilities - Oral Expression; Oral Comprehension; Number Facility.

Skills - Time Management; Mathematics; Speaking; Equipment Maintenance; Service Orientation; Operation and Control.

Knowledges - Sales and Marketing; Transportation; Mathematics; Customer and Personal Service.

Local employers rate the following *qualifications* as **Most Important**:

Abilities - work well independently; work effectively in a teamwork environment.



Skills - basic math.

Other - possess a good DMV driving record; pass a drug screening exam.

Rated **Very Important** are:

Abilities - perform strenuous, physically demanding work; perform routine, repetitive work; work effectively under periods of high pressure.

Skills - listening; verbal communication and speaking; legible handwriting; reading and comprehension.

Other - pass a pre-employment medical exam; possess excellent hearing and vision; willingness to work over-time.

New Skills: Employers surveyed indicate future use of handheld personal computers, and an increased need for sales, customer service, and driving skills

Training: Almost all employers (88%) do not require prior vocational training for this occupation.

SIZE OF OCCUPATION

Large (360-430)

EMPLOYMENT TRENDS

Faster than average growth (19.4%)

Most employers surveyed (69%) report that occupational employment remained stable during the last year and some (31%) report growth. Many firms (50%) predict growth over the next two years and many (50%) predict that employment will remain stable.

SUPPLY/DEMAND ASSESSMENT

Employers report that it is very difficult to find experienced workers who meet their requirements and moderately difficult to find inexperienced workers.

All = 100%, Almost All = 80-99%, Most = 60-79%, Many = 40-59%, Some = 20-39%, Few = less than 20%

DRIVER/SALES WORKERS

OES Code 971170 (16 Firms Reporting)

WAGES AND FRINGE BENEFITS (Summer 1999)

A few firms also pay commissions.

Nonunion**New Hires, No Experience:** \$6.20 to \$11.99/hr **Median:** \$8.00/hr**New Hires, Experienced:** \$6.20 to \$14.38/hr **Median:** \$10.56/hr**Experienced, 3 Yrs w/Firm:** \$7.00 to \$17.43/hr **Median:** \$12.45/hr**Union****New Hires, No Experience:** \$11.70 to \$12.21/hr **Median:** \$12.20/hr**New Hires, Experienced:** \$12.20 to \$13.76/hr **Median:** \$13.58/hr**Experienced, 3 Yrs w/Firm:** \$13.76 to \$16.77/hr **Median:** \$14.61/hr

Benefits % responding employers	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	31		44	6			6	31
Dental Insurance	31		25	6			25	31
Vision Insurance	31	6	19				31	31
Life Insurance	13		25	6	6		38	31
Sick Leave	63	6					19	31
Vacation	75	19					6	19
Retirement Plan	25		25	6	6	6	25	25
Child Care					6		75	38
Other*			6				75	38

*Educational Assistance, Stock Options

WHERE THE JOBS ARE

Major employing industries include soft drink bottling companies, bottled water services, linen and laundry services, vending machine firms, wholesale food and beverage firms.

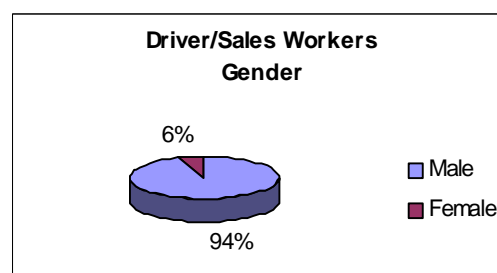
OTHER INFORMATION

Hours: Almost all work full-time, averaging 43 hours/week. Few work part-time, averaging 24 hours/week. Almost all (94%) work day shifts; few work swing or other shifts.

Vacancies/Promotion: Most vacancies (67%) occurred in the last 12 months through employees leaving; few (19%) resulted from the creation of new positions; few (8%) from promotions; few (6%) were temporary hires. Most firms (69%) promote to positions that include sales or management.

Recruitment: The most successful methods for recruitment reported by employers are employee referrals (71%), newspaper advertisements (71%), and walk-in applicants (50%).

Unionization: Most workers (65%) are nonunion.

**RELATED D.O.T. OCCUPATIONAL TITLES**

292.353-010 Driver, Sales Route;
 292.363-010 Newspaper-Delivery Driver;
 292.463-010 Lunch-Truck Driver;
 292.483-010 Coin Collector;
 292.667-010 Driver Helper, Sales Route.

All = 100%, Almost All = 80-99%, Most = 60-79%, Many = 40-59%, Some = 20-39%, Few = less than 20%

FIRST LINE SUPERVISORS AND MANAGER/SUPERVISORS, CLERICAL AND ADMINISTRATIVE SUPPORT WORKERS

OES Code 510020 (15 Firms Reporting)

DEFINITION

First Line Clerical Manager/Supervisors directly supervise and coordinate activities of clerical and administrative support workers. They are generally found in smaller establishments where they perform both supervisory and management functions such as accounting, marketing, and personnel work. Some Manager/Supervisors may also engage, in part, in the same clerical work as the workers they supervise.

Alternate titles reported by employers include *Office Manager, Administrative Assistant, Assistant Manager, Supervisor/Manager, Center Manager, Site Supervisor, Office Clerk – Controller*.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

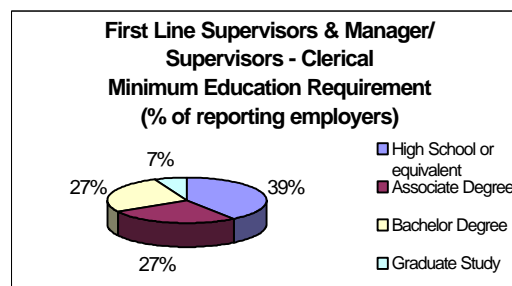
Experience and Qualifications Almost all employers (87%) require and few (13%) prefer prior experience in the occupation. Most firms (67%) indicated they would accept experience in other occupations. Firms requiring experience report a range of 6 to 60 months. Nine of 15 firms responding to the question accept training in lieu of experience. Almost all firms surveyed report seeking computer software skills as follows: word processing (13); spreadsheet (11); database (7); desktop publishing (2); other (3). In addition to English, most responding employers also prefer fluency in Spanish.

The Occupational Information Network (O*Net) of 1998 lists the following Abilities, Skills, and Knowledges as important Worker Requirements for this occupation:

Abilities - Oral Expression; Written Expression; Oral Comprehension; Written Comprehension; Near Vision.

Skills - Management of Personnel Resources; Speaking; Time Management; Monitoring; Reading Comprehension; Coordination; Problem Identification; Active Listening.

Knowledges - Administration and Management; Clerical.



Local employers rate the following *qualifications* as **Most Important**:

Abilities - effectively delegate work and supervise staff; work effectively in a team work environment; work well independently; work effectively under periods of high pressure; sit continuously for 2 or more hours; perform routine, repetitive work.

Skills - English grammar and spelling; verbal communication and speaking; reading and comprehension; listening; legible handwriting; basic math.

Rated **Very Important** are:

Abilities - stand continuously for 2 or more hours.

Skills - advanced math.

Other - willingness to work nights and/or weekends; willingness to work part-time.

New Skills: Employers surveyed indicate an emerging need for internet skills and multi-tasking ability.

Training: Many employers (53%) do not require prior vocational training, but many (40%) prefer prior training. Training in clerical office management is provided at local proprietary schools and community colleges.

SIZE OF OCCUPATION

Very Large (1,440-1,670)

EMPLOYMENT TRENDS

Average growth (16.0%)

Almost all employers (93%) report that occupational employment remained stable during the last year; few report growth. Almost all (87%) predict that employment will remain stable over the next two years and few (13%) predict growth.

SUPPLY/DEMAND ASSESSMENT

Employers report moderate difficulty in finding experienced workers who meet their requirements and that it is very difficult to find inexperienced workers.

FIRST LINE SUPERVISORS AND MANAGER/SUPERVISORS, CLERICAL AND ADMINISTRATIVE SUPPORT WORKERS

OES Code 510020 (15 Firms Reporting)

WAGES AND FRINGE BENEFITS (Summer 1999)

New Hires, No Experience: \$8.05 to \$16.00/hr **Median:** \$12.03/hr
New Hires, Experienced: \$9.00 to \$18.10/hr **Median:** \$13.50/hr
Experienced, 3 Yrs w/Firm: \$9.00 to \$20.00/hr **Median:** \$17.05/hr

Benefits % responding employers	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	53		47	7				7
Dental Insurance	47		40	7			13	7
Vision Insurance	13		20				67	13
Life Insurance	47		7		7		40	13
Sick Leave	93	7					7	7
Vacation	100	7						7
Retirement Plan	60		27	13	13			
Child Care							100	13
Other*	7				7		87	13

*Thrift savings plan, Employee Assistance Plan (EAP)

WHERE THE JOBS ARE

Major employing industries include offices of federal, state, and local government, private businesses and professional offices, and non-profit agencies large enough to support a clerical and administrative support staff requiring first line supervision.

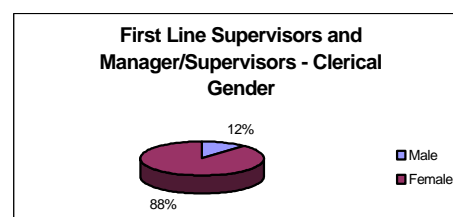
Unionization: Almost all employees (90%) are non-union.

OTHER INFORMATION

Hours: Almost all workers (97%) are full-time, averaging 41 hours/week; few (3%) are part-time, averaging 30 hours/week. All work day shifts. Most (60%) may also work swing shifts; many (53%) may also work graveyard shifts.

Vacancies/Promotion: Most vacancies (67%) in the last 12 months were filled through promotions; some (28%) were filled through employees leaving; few (6%) resulted from the creation of new positions. Many firms (53%) promote to higher levels of management; many (47%) do not promote.

Recruitment: The most successful methods for recruitment reported by employers are newspaper advertisements (86%), in-house promotion or transfer (71%), and employee referrals (50%).



RELATED D.O.T. OCCUPATIONAL TITLES

This occupation is found in many private and public establishments where office personnel are employed and administrative operations are conducted. The Dictionary of Occupational Titles (D.O.T.) reflects this wide range by listing over 100 related occupations across a wide spectrum of industries.

All = 100%, Almost All = 80-99%, Most = 60-79%, Many = 40-59%, Some = 20-39%, Few = less than 20%

GRAPHIC DESIGNERS

Non-OES Code 141061998 (16 Firms Reporting)

DEFINITION

Graphic Designers create original artwork using computer layout and design to visually enhance a product, concept, or message. Graphic Designers work closely with Project Managers in advertising and marketing departments.

Alternate titles reported by employers include. *Ad Designer; Graphic Artist; Designer, Production; Electronic Pre-Press; Art Director.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Experience and Qualifications Almost all employers (88%) require and some (13%) prefer prior experience in the occupation. Some firms (31%) accept experience in other occupations, but most do not. Firms requiring experience report a range of 12 to 84 months. Some employers (38%) accept training in lieu of experience. Almost all firms (81%) reported seeking computer software skills in desktop publishing. Some seek other skills, and few seek skills in word processing and/or database. In addition to English, some responding employers also prefer fluency in Spanish and few prefer fluency in French.

The Occupational Information Network (O*Net) of 1998 lists the following Abilities, Skills, and Knowledges as important Worker Requirements for this occupation:

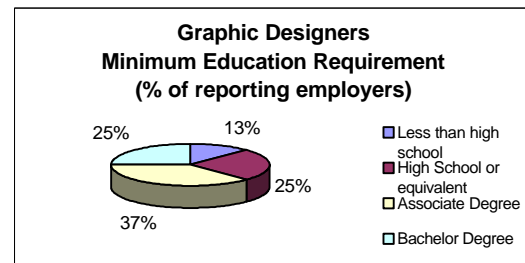
Abilities - Originality; Fluency of Ideas; Visualization; Oral Expression; Visual Color Discrimination.

Skills - Information Organization; Operation and Control; Idea Germination; Equipment Selection; Product Inspection; Idea Evaluation.

Knowledges - Fine Arts; Communications and Media; Design; Computers and Electronics.

Local employers rate the following *qualifications* as **Most Important**:

Abilities - work effectively in a team work environment; work well independently; work effectively under periods of high pressure.



Skills - listening; verbal communication and speaking; English grammar and spelling; reading and comprehension.

Rated **Very Important** are:

Abilities - sit continuously for 2 or more hours; perform routine, repetitive work.

Skills - legible handwriting; basic math.

Other - willingness to work overtime; willingness to work nights and/or weekends; willingness to work part-time.

New Skills: Employers surveyed indicate an increasing need for specialized computer graphics skills. They report emerging occupations in internet advertising, web page design, digital art.

Training: Some firms (25%) require and some (38%) prefer but do not require prior vocation training.

Training is available at the Regional Occupational Program, local community colleges, and local college and university programs.

SIZE OF OCCUPATION

Data are not available.

EMPLOYMENT TRENDS

Data are not available.

Most employers surveyed (75%) report that occupational employment remained stable during the last year. Few (13%) report decline and few (13%) report growth. Most (63%) predict that employment will remain stable over the next two years and some (38%) predict growth.

SUPPLY/DEMAND ASSESSMENT

Employers report moderate difficulty in finding experienced and inexperienced workers who meet their requirements.

GRAPHIC DESIGNERS

Non-OES Code 141061998 (16 Firms Reporting)

WAGES AND FRINGE BENEFITS (Summer 1999)

A few firms also pay commissions.

New Hires, No Experience: \$10.07 to \$13.00/hr **Median:** \$11.54/hr
New Hires, Experienced: \$8.00 to \$19.18/hr **Median:** \$13.57/hr
Experienced, 3 Yrs w/Firm: \$11.50 to \$23.01/hr **Median:** \$16.89/hr

Benefits % responding employers	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	38		56				6	38
Dental Insurance	19		50				31	38
Vision Insurance	6		44				50	38
Life Insurance	38		25		6		31	38
Sick Leave	75	6	6				19	31
Vacation	88	13	13					25
Retirement Plan	31	6	31	6	6		31	25
Child Care							100	38
Other*	13	13					88	25

*Employee Assistance Plan, 401(K) Plan, Flex time

WHERE THE JOBS ARE

Major employing industries include publishing companies, printing firms, graphic design firms.

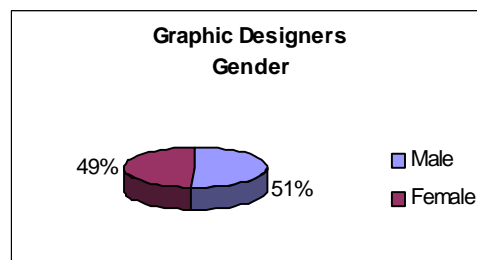
OTHER INFORMATION

Hours: Almost all work full-time, averaging 40 hours/week. Few work part-time, averaging 21 hours/week. All work day shifts and some (23%) also work swing shifts.

Vacancies/Promotion: Most vacancies (65%) occurred in the last 12 months through employees leaving; few resulted from temporary hires (18%), creation of new positions (12%), and promotions (6%). Most firms (69%) promote to higher levels within the occupation or to management; some do not promote.

Recruitment: The most successful methods for recruitment reported by employers are newspaper advertisements (75%), employee referrals (56%), and in-house promotions or transfers (31%).

Unionization: This occupation is not unionized.

**RELATED D.O.T. OCCUPATIONAL TITLES**

The Dictionary of Occupational Titles (D.O.T.) code for this occupation is 141.061-018 Graphic Designer.

**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #4 (related)**

All = 100%, Almost All = 80-99%, Most = 60-79%, Many = 40-59%, Some = 20-39%, Few = less than 20%

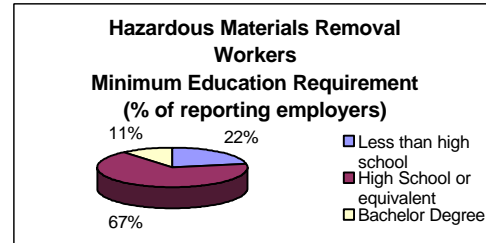
HAZARDOUS MATERIALS REMOVAL WORKERS

OES Code 878030 (9 Firms Reporting)

DEFINITION

Hazardous Materials Removal Workers remove, pack, transport, and/or dispose of hazardous materials, including asbestos, waste fuel, contaminated soil, etc. Specialized training and certification in hazardous materials handling and/or a confined entry permit is generally required.

Alternate titles reported by employers include *Hazardous Materials Specialist*, *Household Hazardous Waste Technician*, *OSHA Certified Operator*, *Environmental Technician*, *Asbestos Lead Removal Worker*, *Environmental Specialist*, *Field Technician*.



TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Experience and Qualifications Some employers (22%) require and most (78%) prefer prior experience in the occupation. Seven of nine firms indicated they would accept experience in other occupations. Firms requiring experience report a range of 12 to 24 months. Six of nine employers responding to the question accept training in lieu of experience. Two employers reported seeking experience in word processing skills, two in spreadsheet skills, one in database skills, and one in other computer software skills. In addition to English, some responding employers also prefer fluency in Spanish.

Local employers rate the following *qualifications* as **Most Important**:

Skills - legible handwriting.

Other - Pass a pre-employment medical exam; pass a drug screening exam; possess excellent hearing; possess excellent vision; possess a good DMV driving record; willingness to work overtime.

Rated **Very Important** are:

Abilities - work effectively in a team work environment; perform strenuous, physically demanding work; work well independently; trained in CPR and first aid techniques; stand continuously for 2 or more hours.

Skills - verbal communication and speaking; listening.

Other - willingness to work on-call.

New Skills: Employers an increasing need for skills in asbestos removal, environmental assessment, forklift operation, establishing and maintaining cooperative safety practices.

Training: Three of nine firms require prior vocational training and 4 of nine prefer prior training. Training is available locally at Hartnell College.

SIZE OF OCCUPATION

Data are not available.

EMPLOYMENT TRENDS

Data are not available.

Many employers surveyed (56%) report that occupational employment grew during the last year and many (44%) report that employment remained stable. Most (67%) predict that employment will remain stable over the next two years; some (22%) predict growth and some (11%) predict decline.

SUPPLY/DEMAND ASSESSMENT

Employers report moderate difficulty in finding experienced and inexperienced workers who meet their requirements.

All = 100%, Almost All = 80-99%, Most = 60-79%, Many = 40-59%, Some = 20-39%, Few = less than 20%

HAZARDOUS MATERIALS REMOVAL WORKERS

OES Code 878030 (9 Firms Reporting)

WAGES AND FRINGE BENEFITS (Summer 1999)

New Hires, No Experience: \$7.67 to \$15.51/hr Median: \$11.00/hr
 New Hires, Experienced: \$8.63 to \$24.62/hr Median: \$15.51/hr
 Experienced, 3 Yrs w/Firm: \$11.99 to \$30.00/hr Median: \$19.00/hr

Benefits % responding employers	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	78	11	11				11	
Dental Insurance	67	11	11				22	
Vision Insurance	67	11	11				22	
Life Insurance	44				22	11	33	
Sick Leave	56	11					44	
Vacation	89	11					11	
Retirement Plan	67		11		11	11	11	
Child Care					33	11	67	
Other							100	11

WHERE THE JOBS ARE

Major employing industries include local government, hazardous waste removal firms, construction firms.

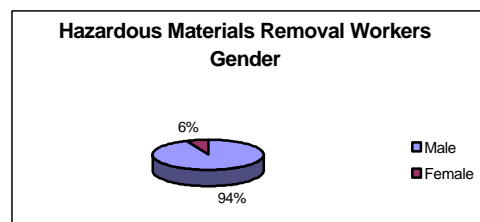
OTHER INFORMATION

Hours Almost all (89%) work full-time, averaging 40 hours/week. There are few temporary/on call positions (11%), averaging 20 hours/week and few part-time positions, averaging 32 hours/week. All work day shifts; few (4%) work weekends and other shifts.

Vacancies/Promotion: Many vacancies (46%) occurred in the last 12 months through employees leaving; some resulted from creation of new positions (27%) or promotions (22%). Few vacancies in the last 12 months (5%) were filled as temporary hires. Almost all firms (89%) promote to higher positions, including supervision or management. Few do not promote.

Recruitment: The most successful methods for recruitment reported by employers are employee referrals (67%), walk-in applicants (56%), and newspaper advertisements (33%).

Unionization: One-third of reporting firms, representing 8% of surveyed employees, are unionized.



For Additional Information: CALIFORNIA OCCUPATIONAL GUIDES #2000B, #2000E

All = 100%, Almost All = 80-99%, Most = 60-79%, Many = 40-59%, Some = 20-39%, Few = less than 20%

HOTEL DESK CLERKS

OES Code 538080 (16 Firms Reporting)

DEFINITION

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

Alternate titles reported by employers include. *Front Desk Staff, Front Desk Agent, Front Desk Clerk, Guest Service Associate, Guest Relations, Front Desk Reservationist, Front Desk Representative.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Experience and Qualifications Most employers (63%) prefer but do not require prior experience in the occupation. Some (31%) do not require prior occupational experience. Ten of 11 firms indicated they would accept experience in other occupations. Firms requiring experience report a range of 3 to 12 months. Eight of 11 employers responding to the question accept training in lieu of experience.

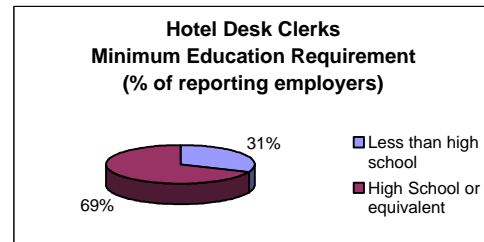
Four employers report seeking skills in word processing, three in spreadsheet, one in database, and five in other computer software. In addition to English, some responding employers also prefer fluency in Spanish.

The Occupational Information Network (O*Net) of 1998 lists the following Abilities, Skills, and Knowledges as important Worker Requirements for this occupation:

Abilities - Oral Expression; Oral Comprehension; Number Facility; Speech Clarity; Written Comprehension.

Skills - Service Orientation; Speaking; Active Listening; Mathematics; Coordination; Writing.

Knowledges - Customer and Personal Service; Clerical; Computers and Electronics; English Language.



Local employers rate the following **qualifications** as **Most Important**:

Abilities - work effectively in a team work environment; stand continuously for 2 or more hours; work well independently; work effectively under periods of high pressure.

Skills - verbal communication and speaking; listening; reading and comprehension; English grammar and spelling; basic math.

Other - willingness to work nights and/or weekends; willingness to work part-time.

Rated **Very Important** are:

Abilities - perform routine, repetitive work; effectively delegate work and supervise staff.

Skills - legible handwriting.

New Skills: Employers surveyed indicate an increasing need for good people skills, telephone etiquette, ability to solve problems, knowledge of geography.

Training: Most employers (69%) do not require prior vocational training, but some (31%) prefer it. Training is available at public adult schools, local proprietary schools, and the Regional Occupational Program.

SIZE OF OCCUPATION

Large (470-550)

EMPLOYMENT TRENDS

Faster than average growth (17.0%)

Almost all employers surveyed (81%) report that occupational employment remained stable during the last year and some (19%) report growth. Most (69%) predict that employment will remain stable over the next two years and some (31%) predict growth.

SUPPLY/DEMAND ASSESSMENT

Employers report that it is very difficult to find experienced workers who meet their requirements and moderately difficult to find inexperienced workers.

HOTEL DESK CLERKS

OES Code 538080 (16 Firms Reporting)

WAGES AND FRINGE BENEFITS (Summer 1999)

A few firms also pay commissions.

Nonunion

New Hires, No Experience:	\$5.75 to \$9.39/hr	Median:	\$7.50/hr
New Hires, Experienced:	\$5.75 to \$10.00/hr	Median:	\$8.08/hr
Experienced, 3 Yrs w/Firm:	\$5.75 to \$12.00/hr	Median:	\$9.00/hr

Union

New Hires, No Experience:	\$9.00 to \$9.39/hr	Median:	\$9.39/hr
New Hires, Experienced:	\$9.00 to \$9.39/hr	Median:	\$9.36/hr
Experienced, 3 Yrs w/Firm:	\$9.00 to \$10.56/hr	Median:	\$9.36/hr

Benefits % responding employers	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	44		38	6	6	6	6	44
Dental Insurance	31		31	6	6	6	25	44
Vision Insurance	25		13	6		6	56	44
Life Insurance	44		19	13		6	31	38
Sick Leave	38		13		6	6	38	50
Vacation	69	13	19	6	6	13		25
Retirement Plan	25		19	13	6		44	44
Child Care							94	56
Other*	13	6			6		69	50

*Uniforms, Meals, Stock Purchase Plan, Cleaning

WHERE THE JOBS ARE

Major employing industries include hotels, motels, resorts.

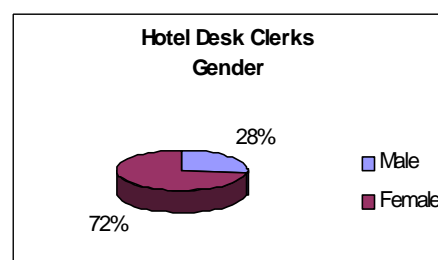
Unionization: Some workers (20%) are union members.

OTHER INFORMATION

Hours: Almost all (81%) work full-time, averaging 39 hours/week. Few (18%) work part-time, averaging 22 hours/week. All work swing shifts; almost all (91%) work day shifts; some (31%) work graveyard shifts; few (7%) work other shifts.

Vacancies/Promotion: Many vacancies (58%) occurred in the last 12 months through employees leaving; few (16%) resulted from promotions; few (16%) were temporary hires; few (11%) occurred through the creation of new positions. Almost all (88%) firms promote to higher levels, including supervision or management.

Recruitment: The most successful methods for recruitment reported by employers are newspaper advertisements (81%), employee referrals (69%), in-house promotion or transfer (44%), and walk-in applicants (44%).



RELATED D.O.T. OCCUPATIONAL TITLES

The Dictionary of Occupational Titles (D.O.T.) code for this occupation is 238.367-038 Hotel Clerk.

**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #70**

All = 100%, Almost All = 80-99%, Most = 60-79%, Many = 40-59%, Some = 20-39%, Few = less than 20%

HUMAN SERVICE WORKERS

OES Code 273080 (12 Firms Reporting)

DEFINITION

Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. Residential Counselors and Psychiatric Technicians are not included.

Alternate titles reported by employers include *Social Service Aide, Information and Referral Specialist, Interview Specialist, Outreach Worker, Peer Counselor, Weekend Supervisor, Domestic Violence Counselor, Case Manager, Family Consultant.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

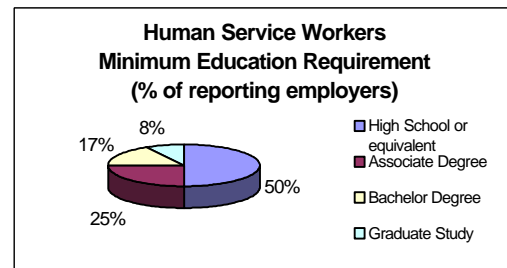
Experience and Qualifications Many employers (50%) require prior experience in the occupation while many others (42%) prefer but do not require experience. Nine of 11 firms indicated they would accept experience in other occupations. Firms requiring experience report a range of 6 to 30 months. Nine of 11 firms responding to the question accept training in lieu of experience. Nine employers reported seeking computer software word processing skills, four seek database skills, three seek spreadsheet skills, and three seek desktop publishing skills. In addition to English, some responding employers also prefer fluency in Spanish.

The Occupational Information Network (O*Net) of 1998 lists the following Abilities, Skills, and Knowledges as important Worker Requirements for this occupation:

Abilities - Oral Expression; Oral Comprehension; Written Expression; Written Comprehension; Problem Sensitivity.

Skills - Social Perceptiveness; Speaking; Active Listening; Service Orientation; Problem Identification; Information Gathering.

Knowledges - Customer and Personal Service; Therapy and Counseling; Education and Training; Psychology.



Local employers rate the following **qualifications** as **Most Important**:

Abilities - work effectively in a team work environment; work effectively under periods of high pressure; work well independently.

Skills - listening; verbal communication and speaking; reading and comprehension; English grammar and spelling; legible handwriting.

Rated **Very Important** are:

Abilities - trained in CPR and first aid techniques; sit continuously for 2 or more hours; perform routine, repetitive work; effectively delegate work and supervise staff.

Skills - basic math.

Other - willingness to work overtime; nights and/or weekends; part-time; on-call; possess a good DMV driving record; possess own vehicle and insurance.

New Skills: Among the new skills reported by employers surveyed are an increasing need for bilingual skills and ability to develop new resources.

Training: Almost all firms (83%) do not require prior vocational training. Training is available at local community colleges and other colleges/universities.

SIZE OF OCCUPATION

Small (110-140)

EMPLOYMENT TRENDS

Much faster than average growth (27.3%)

Many employers (50%) surveyed report that occupational employment remained stable during the last year and many (50%) report growth. Many firms (58%) predict that employment will remain stable over the next two years and many (42%) predict growth.

SUPPLY/DEMAND ASSESSMENT

Employers report that it is very difficult to find experienced workers who meet their requirements and moderately difficult to find inexperienced workers.

HUMAN SERVICE WORKERS

OES Code 273080 (12 Firms Reporting)

WAGES AND FRINGE BENEFITS (Summer 1999)

New Hires, No Experience: \$5.75 to \$10.00/hr **Median:** \$7.50/hr
New Hires, Experienced: \$6.00 to \$13.28/hr **Median:** \$9.57/hr
Experienced, 3 Yrs w/Firm: \$6.42 to \$17.00/hr **Median:** \$10.52/hr

Benefits % responding employers	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	75	17		8			8	42
Dental Insurance	75	17					8	50
Vision Insurance	50	17					33	50
Life Insurance	33	8					50	58
Sick Leave	83	17						50
Vacation	83	17						50
Retirement Plan	25	8			8		50	58
Child Care			8		8	8	67	58
Other (Mental Health)	8						75	58

WHERE THE JOBS ARE

Major employing industries include local government; private, non-profit social service agencies.

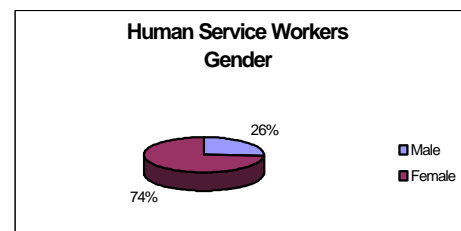
OTHER INFORMATION

Hours Most (70%) work full-time, averaging 40 hours/week. Some (24%) work part-time, averaging 23 hours/week. Few (6%) work temporary/on call, averaging 10 hours/week. All work day shifts; some (32%) work swing shifts; some (23%) work graveyard shifts.

Vacancies/Promotion: Many vacancies (43%) occurred over the last 12 months through creation of new positions. Some (33%) occurred through employees leaving; some (20%) through promotions. Few (5%) were temporary hires. Almost all firms (83%) promote to higher levels, including management positions. Few (17%) do not promote.

Recruitment: The most successful methods for recruitment reported by employers are newspaper advertisements (83%), colleges and universities (50%), in-house promotion or transfer (33%), employee referrals (33%).

Unionization: Most workers (68%) are nonunion.

**RELATED D.O.T. OCCUPATIONAL TITLES**

195.367-010 Case Aide;
 195.367-014 Management Aide;
 195.367-034 Social Services Aide.

LABORERS, LANDSCAPING AND GROUNDSKEEPING

OES Code 790410 (15 Firms Reporting)

DEFINITION

Landscaping and Groundskeeping Laborers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help brick and stone masons.

Alternate titles reported by employers include *Greenskeeper, Gardener, Landscape Laborer, Grounds Maintenance, Mechanic-Irrigation Specialist*.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Experience and Qualifications Many employers (53%) require and many (40%) prefer prior experience in the occupation. Six of 14 firms indicated they would accept experience in other occupations. Firms requiring experience report a range of 6 to 36 months. Eleven of 14 employers responding to the question accept training in lieu of experience.

Three employers reported seeking computer software skills. In addition to English, some responding employers also prefer fluency in Spanish.

The Occupational Information Network (O*Net) of 1998 lists the following Abilities, Skills, and Knowledges as important Worker Requirements for this occupation:

Abilities - Manual Dexterity; Static Strength; Stamina; Trunk Strength; Dynamic Strength.

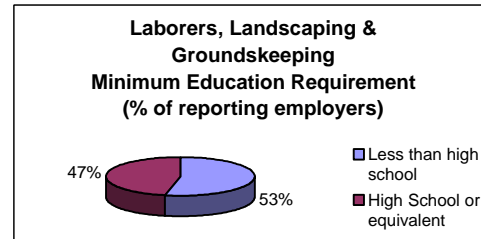
Skills - Equipment Selection; Operation and Control.

Knowledges - Chemistry; Mechanical.

Local employers rate the following *qualifications* as **Most Important**:

Abilities - perform strenuous, physically demanding work; work well independently; work effectively in a team work environment; perform routine, repetitive work.

Skills - listening; verbal communication and speaking skills.



Other - possess a good DMV driving record.

Rated **Very Important** are:

Abilities - stand continuously for 2 or more hours.

Skills - reading and comprehension skills; English grammar and spelling; legible handwriting.

Other - willingness to work nights and/or weekends; willingness to work part-time; willingness to work overtime.

New Skills: Employers surveyed report an increasing need for knowledge of plants and plant care, pesticide applicator's certification, and ability to program sprinkler systems.

Training: Some employers (20%) require and some (20%) prefer prior vocational training. Training is available at the Regional Occupational Program and local community colleges.

SIZE OF OCCUPATION

Very Large (1,010-1,160)

EMPLOYMENT TRENDS

Average growth (14.9%)

Most employers surveyed (67%) report that occupational employment remained stable during the last year and some (33%) report growth. Many (53%) predict that employment will remain stable over the next two years; some (33%) predict growth and few (13%) predict decline.

SUPPLY/DEMAND ASSESSMENT

Employers report moderate difficulty in finding experienced and inexperienced workers who meet their requirements.

LABORERS, LANDSCAPING AND GROUNDSKEEPING

OES Code 790410 (15 Firms Reporting)

WAGES AND FRINGE BENEFITS (Summer 1999)

A few firms also pay commissions.

Nonunion

New Hires, No Experience:	\$6.25 to \$8.63/hr	Median:	\$8.00/hr
New Hires, Experienced:	\$6.25 to \$10.25/hr	Median:	\$8.50/hr
Experienced, 3 Yrs w/Firm:	\$8.25 to \$12.66/hr	Median:	\$10.00/hr

Union

New Hires, No Experience:	\$7.00 to \$7.00/hr	Median:	\$7.00/hr
New Hires, Experienced:	\$10.00 to \$15.82/hr	Median:	\$11.30/hr
Experienced, 3 Yrs w/Firm:	\$11.88 to \$16.78/hr	Median:	\$14.00/hr

Benefits % responding employers	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	53		20				27	20
Dental Insurance	47		20				33	20
Vision Insurance	33		20				47	20
Life Insurance	53		7				40	20
Sick Leave	73						27	20
Vacation	80						20	20
Retirement Plan	53		20	7			27	13
Child Care					7		93	20
Other*	27		13	7			60	13

*Christmas Fund, Meals, 401(K) Plan, Uniforms, 4 Paid Holidays

WHERE THE JOBS ARE

Major employing industries include golf courses, country clubs, resorts, residential facilities, landscaping firms, state and local government.

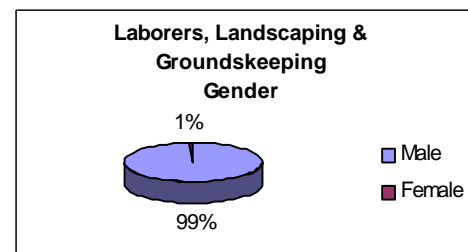
OTHER INFORMATION

Hours: Almost all workers (86%) are full-time, averaging 40 hours/week. Few (9%) are part-time, averaging 30 hours/week; few (6%) are temporary/on call, averaging 28 hours/week. All work day shifts.

Vacancies/Promotion: Many filled vacancies (50%) in the last 12 months were temporary hires. Some (21%) resulted from employees leaving; few (16%) occurred through promotions and few (13%) through creation of new positions. Almost all firms (80%) promote to positions that include foreperson, supervisor, crew chief, superintendent.

Recruitment: The most successful methods for recruitment reported by employers are employee referrals (80%), newspaper advertisements (67%), and walk-in applicants (53%).

Unionization: Most workers are nonunion (78%).

**RELATED D.O.T. OCCUPATIONAL TITLES**

The related Dictionary of Occupational Titles (D.O.T.) code for this occupation is 408.687-014 Laborer, Landscape.

For Additional Information: CALIFORNIA OCCUPATIONAL GUIDE #320

MARINE TECHNICIANS

Non-OES Code 041061995 (5 Firms Reporting - Monterey and Santa Cruz Counties)

DEFINITION

Marine Technicians apply science, computer, and engineering skills to the marine and fresh water environment, including the open ocean, coastal regions, estuaries, rivers, swamps and lakes. Examples of typical tasks may include fabrication, operation, and maintenance of mechanical and electronic navigational, oceanographic, meteorological, and/or geophysical instrumentation and equipment. May be required to spend extended time at sea. May be designated to pilot Remotely Operated Vehicles (ROVs).

Alternate titles reported by employers include *Marine Operations Technician, ROV Pilot, Research Assistant, Fish & Wildlife Scientific Assistant, Development Technician, Scientist*.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Experience and Qualifications Many employers (40%) require and most (60%) prefer prior experience in the occupation. Almost all indicated they would accept experience in other occupations. Firms requiring experience report a range of 12 to 36 months. Almost all employers (80%) accept training in lieu of experience.

Almost all employers (80%) reported seeking computer spreadsheet skills. Most (60%) seek skills in word processing, database, and other skills. Some (20%) seek desktop publishing skills. In addition to English, some responding employers also prefer fluency in Spanish.

Local employers rate the following *qualifications* as **Most Important**:

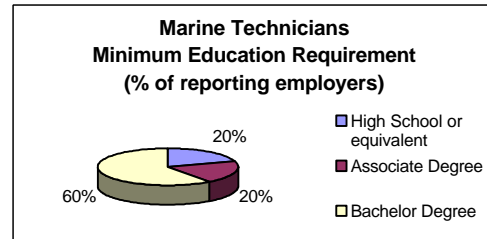
Abilities - work effectively in a team work environment; work well independently; work effectively under periods of high pressure.

Skills - reading and comprehension; listening; verbal communication and speaking.

Rated **Very Important** are:

Abilities - effectively delegate work and supervise staff; perform routine, repetitive work; trained in CPR and first aid techniques; sit continuously for 2 or more hours.

All = 100%, Almost All = 80-99%, Most = 60-79%, Many = 40-59%, Some = 20-39%, Few = less than 20%



Skills - legible handwriting; basic math; English grammar and spelling.

Other - willingness to work overtime; possess a good DMV driving record.

New Skills: Employers surveyed indicate an increasing need for computer programming, knowledge of invertebrates, knowledge of sorting specimens, practical electrical and mechanical skills, boat handling skills.

Training: Most employers (60%) require and some (20%) prefer prior vocational training. Training curricula for this occupation are being developed for local community colleges.

SIZE OF OCCUPATION

Data are not available.

EMPLOYMENT TRENDS

Data are not available.

Almost all employers surveyed (80%) report that occupational employment grew during the last year. Most (60%) predict growth over the next two years and many (40%) predict that employment will remain stable.

SUPPLY/DEMAND ASSESSMENT

Employers report that it is not difficult to find experienced workers who meet their requirements, but that finding inexperienced workers is moderately difficult.

MARINE TECHNICIANS

Non-OES Code 041061995 (5 Firms Reporting - Monterey and Santa Cruz Counties)

WAGES AND FRINGE BENEFITS (Summer 1999)

New Hires, No Experience: \$9.35 to \$11.93/hr Median: \$11.08/hr
 New Hires, Experienced: \$9.35 to \$20.00/hr Median: \$13.42/hr
 Experienced, 3 Yrs w/Firm: \$10.50 to \$30.00/hr Median: \$13.42/hr

Benefits % responding employers	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	20	20	40				40	
Dental Insurance	20	20	40				40	
Vision Insurance			40				60	20
Life Insurance	40	20	20				40	
Sick Leave	80						20	20
Vacation	80	20					20	
Retirement Plan	40	20	20				40	
Child Care	20		20				60	20
Other*	20						80	20

*Long Term Disability

WHERE THE JOBS ARE

Major employing industries include marine research institutions, state government, and private laboratories.

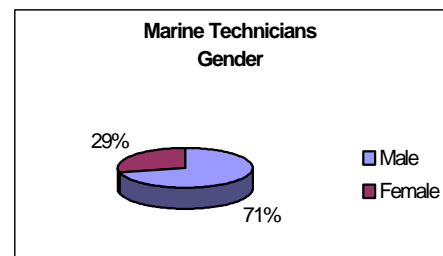
OTHER INFORMATION

Hours: Almost all (98%) work full-time, averaging 41 hours/week. Few work part-time, averaging 30 hours/week. Almost all (80%) work day shifts; some work other shifts.

Vacancies/Promotion: In the last 12 months some vacancies (39%) resulted from promotions and some (30%) were filled through temporary hires. Few (17%) occurred through creation of new positions and few (13%) through employees leaving. Most firms (60%) promote to positions that include supervisor, manager, director, staff research associates.

Recruitment: The most successful methods for recruitment reported by employers are employee referrals (60%), colleges and universities (60%), and walk-in applicants (40%).

Unionization: Most workers (66%) are nonunion.



All = 100%, Almost All = 80-99%, Most = 60-79%, Many = 40-59%, Some = 20-39%, Few = less than 20%

MEDICAL ASSISTANTS

OES Code 660050 (15 Firms Reporting)

DEFINITION

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

Alternate titles reported by employers include *Clinical Medical Assistant*, *Chiropractic Assistant*, *Back Office Medical Assistant*, *Certified Medical Assistant*.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Experience and Qualifications Many employers (53%) require and some (27%) prefer prior experience in the occupation; some (20%) neither require nor prefer prior occupational experience. Three of 12 firms indicated they would accept experience in other occupations. Firms requiring experience report a range of 6 to 24 months. Five of 12 employers responding to the question accept training in lieu of experience. Nine employers reported seeking computer software skills. In addition to English, some responding employers also prefer fluency in Spanish.

The Occupational Information Network (O*Net) of 1998 lists the following Abilities, Skills, and Knowledges as important Worker Requirements for this occupation:

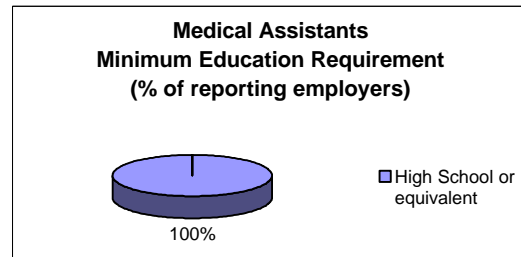
Abilities - Near Vision; Oral Comprehension; Information Ordering; Arm-Hand Steadiness; Written Comprehension.

Skills - Service Orientation; Writing; Active Listening; Speaking; Information Organization; Information Gathering.

Knowledges - Medicine and Dentistry; Clerical; Biology; English Language.

Local employers rate the following **qualifications** as **Most Important**:

Abilities - work effectively in a team work environment; work well independently; perform routine, repetitive work; trained in CPR and first aid techniques.



Skills - legible handwriting; reading and comprehension; listening; verbal communication and speaking; basic math.

Other - willingness to work overtime

Rated **Very Important** are:

Abilities - sit continuously for 2 or more hours; work effectively under periods of high pressure.

Skills - English grammar and spelling.

Other - willingness to work nights and/or weekends; willingness to work part-time.

New Skills: Employers surveyed indicate an increasing need for bilingual skills, multi-tasking skills, knowledge of medical terminology, and ability to perform phlebotomy injections.

Training: Most employers (67%) require and few (13%) prefer prior vocational training. Training is available at the Regional Occupational Program, local community colleges, and private proprietary schools.

SIZE OF OCCUPATION

Medium (260-340)

EMPLOYMENT TRENDS

Much faster than average growth (30.8%)

Most employers surveyed (67%) report that occupational employment remained stable during the last year. Some (33%) report growth. Most (60%) predict that employment will remain stable over the next two years and many (40%) predict growth.

SUPPLY/DEMAND ASSESSMENT

Employers report that it is not difficult to find experienced workers who meet their requirements, but that finding inexperienced workers is moderately difficult.

All = 100%, Almost All = 80-99%, Most = 60-79%, Many = 40-59%, Some = 20-39%, Few = less than 20%

MEDICAL ASSISTANTS

OES Code 660050 (15 Firms Reporting)

WAGES AND FRINGE BENEFITS (Summer 1999)

New Hires, No Experience: \$8.62 to \$10.00/hr Median: \$9.00/hr
 New Hires, Experienced: \$8.18 to \$12.00/hr Median: \$9.59/hr
 Experienced, 3 Yrs w/Firm: \$9.21 to \$14.00/hr Median: \$12.00/hr

Benefits % responding employers	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	73		27				40	
Dental Insurance	40		13				47	40
Vision Insurance	27						73	40
Life Insurance	53		7		13		27	40
Sick Leave	93						7	40
Vacation	93	7					7	33
Retirement Plan	67	13			7		27	27
Child Care							100	40
Other*	20						80	40

*Uniforms, Personal days

WHERE THE JOBS ARE

Major employing industries include offices of physicians and medical clinics, offices of chiropractors.

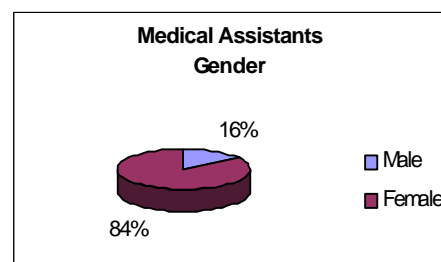
OTHER INFORMATION

Hours: Almost all workers (89%) are full-time, averaging 40 hours/week. Few (11%) are part-time, averaging 25 hours/week. All work day shifts. Some (20%) also work swing shifts and few (13%) work weekend shifts.

Vacancies/Promotion: In the last 12 months many filled vacancies (57%) resulted from employees leaving. Few occurred through promotions (19%), creation of new positions (19%), or temporary hires (5%). Most firms promote to positions that include office manager, supervisor, front or back office lead.

Recruitment: The most successful methods for recruitment reported by employers are newspaper advertisements (60%), school and program referrals (60%), and employee referrals (47%).

Unionization: Almost all workers (93%) are nonunion.



RELATED D.O.T. OCCUPATIONAL TITLES

079.362-010 Medical Assistant;
 079.364-010 Chiropractor Assistant;
 079.374-018 Podiatric Assistant.

**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #513**

RECREATION WORKERS

OES Code 273110 (16 Firms Reporting)

DEFINITION

Recreation Workers conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. They consider the needs and interests of individual members and organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies.

Alternate titles reported by employers include *Recreation Leader, Recreation Coordinator, Program Supervisor, Activity Director, Activity Aide, Recreation Services Assistant, Recreation Aide, Tour Guide, Activity Assistant, Social Recreation Supervisor*.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Experience and Qualifications Many employers (44%) require and many (50%) prefer prior experience in the occupation. Nine of 14 firms indicated they would accept experience in other occupations. Firms requiring experience report a range of 3 to 36 months. Eleven of 15 employers responding to the question accept training in lieu of experience. Eleven employers reported seeking computer software skills, primarily in word processing and desktop publishing. In addition to English, some responding employers also prefer fluency in Spanish.

The Occupational Information Network (O*Net) of 1998 lists the following Abilities, Skills, and Knowledges as important Worker Requirements for this occupation:

Abilities - Oral Expression; Speech Clarity; Oral Comprehension; Fluency of Ideas; Written Expression.

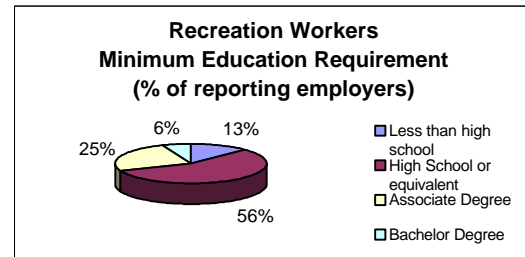
Skills - Coordination; Speaking; Service Orientation; Social Perceptiveness; Implementation Planning; Management of Personnel Resources.

Knowledges - Customer and Personal Service; Administration and Management; Education and Training; English Language.

Local employers rate the following *qualifications* as **Most Important**:

Abilities - work effectively in a team work environment; work well independently.

Skills - listening; verbal communication and speaking.



Rated **Very Important** are:

Abilities - perform routine, repetitive work; trained in CPR and first aid techniques; stand continuously for 2 or more hours; work effectively under periods of high pressure.

Skills - English grammar and spelling; legible handwriting; reading and comprehension.

Other - pass a pre-employment medical exam; possess excellent hearing; possess excellent vision; possess a good DMV driving record; willingness to work nights and/or weekends; willingness to work part-time; willingness to work on-call; willingness to work overtime.

New Skills: Employers surveyed indicate an increasing need for conflict resolution and communication skills. Also indicated were skills with children, youth and the elderly.

Training: Few employers (19%) require and some (25%) prefer prior vocational training, but many (56%) neither require nor prefer training. Training is available at local community colleges and other colleges/universities.

SIZE OF OCCUPATION

Large (360-390)

EMPLOYMENT TRENDS

Slower than average growth (8.3%)

Many employers surveyed (50%) report that occupational employment remained stable during the last year and many (44%) report growth. Few (6%) report decline. Most (63%) predict that employment will remain stable over the next two years and some (38%) predict growth.

SUPPLY/DEMAND ASSESSMENT

Employers report that finding experienced and inexperienced workers who meet their requirements is moderately difficult.

All = 100%, Almost All = 80-99%, Most = 60-79%, Many = 40-59%, Some = 20-39%, Few = less than 20%

RECREATION WORKERS

OES Code 273110 (16 Firms Reporting)

WAGES AND FRINGE BENEFITS (Summer 1999)

New Hires, No Experience:	\$6.00 to \$15.00/hr	Median: \$7.00/hr
New Hires, Experienced:	\$6.25 to \$16.11/hr	Median: \$9.25/hr
Experienced, 3 Yrs w/Firm:	\$7.00 to \$19.58/hr	Median: \$10.00/hr

Benefits % responding employers	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	19	6	25	19			6	63
Dental Insurance	25	6	13	13	6	6	6	63
Vision Insurance	25		13	13	6	6	6	69
Life Insurance	25		13	6			13	81
Sick Leave	44	19			6			69
Vacation	44	19			6			69
Retirement Plan			38	13			13	75
Child Care			6	6	13	6	31	75
Other*	6	6					44	75

*Stock Purchase, Club membership

WHERE THE JOBS ARE

Major employing industries include local government, military installations, private, non-profit agencies, convalescent and rehabilitation facilities, recreation and tourism firms.

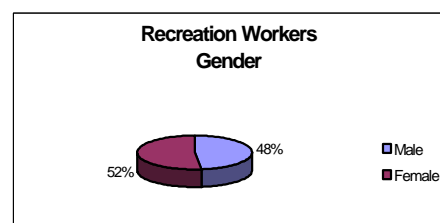
Unionization: Almost all workers (91%) are nonunion.

OTHER INFORMATION

Hours: Most workers are seasonal (66%), averaging 32 hours/week. Some (20%) are part-time, averaging 20 hours/week. Few (9%) work full-time, averaging 32 to 40 hours/week. Few (5%) are temporary/on call, averaging 23 hours/week. Almost all (89%) work day shifts; most (78%) work swing shifts. Few (11%) work other shifts.

Vacancies/Promotion: In the last 12 months, almost all vacancies (89%) were filled as temporary hires. Few vacancies (3%) resulted from employees leaving and few (2%) from creation of new positions. Few (6%) were filled through promotion; although almost all firms (81%) report that they promote to positions that include manager and director.

Recruitment: The most successful methods for recruitment reported by employers are newspaper advertisements (88%), in-house promotion or transfer (50%), and employee referrals (44%).



RELATED D.O.T. OCCUPATIONAL TITLES

153.137-010 Manager, Pool;
 159.124-010 Counselor, Camp;
 187.167-238 Recreation Supervisor;
 195.167-026 Director, Recreation Center;
 195.227-010 Program Aide, Group Work;
 195.227-014 Recreation Leader;
 352.167-010 Director, Social.

**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #357**

SECRETARIES, EXCEPT LEGAL AND MEDICAL

OES Code 551080 (15 Firms Reporting)

DEFINITION

Secretaries, except Legal and Medical, relieve officials of clerical work and minor administrative and business details by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may also perform various other assigned clerical duties. Medical and Legal Secretaries are not included.

Alternate titles reported by employers include *Customer Service Representative, Administrative Assistant, Executive Assistant, Administrative Coordinator, Office Technician, Clerical Assistant*.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Experience and Qualifications Most employers (73%) require and some (20%) prefer prior experience in the occupation. Seven of 13 firms indicated they would accept experience in other occupations. Firms requiring experience report a range of 12 to 48 months. Nine of 14 employers responding to the question accept training in lieu of experience.

All employers reported seeking computer software skills, including word processing (93%), spreadsheet (87%), database (53%) desktop publishing (7%), and other (13%). In addition to English, some responding employers also prefer fluency in Spanish.

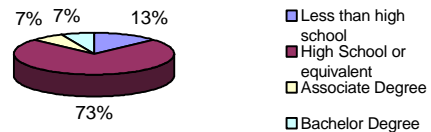
The Occupational Information Network (O*Net) of 1998 lists the following Abilities, Skills, and Knowledges as important Worker Requirements for this occupation:

Abilities - Oral Expression; Oral Comprehension; Written Comprehension; Wrist-Finger Speed; Speech Recognition.

Skills - Coordination; Active Listening; Writing; Reading Comprehension; Information Organization.

Knowledges - Clerical; English Language; Computers and Electronics; Customer and Personal Service; Telecommunications.

Secretaries, except Legal & Medical
Minimum Education Requirement
(% of reporting employers)



Local employers rate the following *qualifications* as **Most Important**:

Abilities - work effectively in a team work environment; work well independently; work effectively under periods of high pressure; sit continuously for 2 or more hours.

Skills - English grammar and spelling; reading and comprehension; verbal communication and speaking; legible handwriting; listening; basic math.

Rated **Very Important** are:

Abilities - perform routine, repetitive work; effectively delegate work and supervise staff.

New Skills: Employers surveyed indicate an increasing need for electronic office and telephone skills.

Training: Some employers (20%) require and some (27%) prefer prior vocational training. Training is available at the Regional Occupational Program, local community colleges, public adult schools, and private proprietary schools.

SIZE OF OCCUPATION

Very Large (2,090-2,280)

EMPLOYMENT TRENDS

Slower than average growth (9.1%)

Most employers surveyed (73%) report that occupational employment remained stable during the last year and some (27%) report growth. Almost all (87%) predict that employment will remain stable over the next two years and few (13%) predict growth.

SUPPLY/DEMAND ASSESSMENT

Employers report that it is very difficult to find experienced workers who meet their requirements and that it is not difficult to find inexperienced workers.

SECRETARIES, EXCEPT LEGAL AND MEDICAL

OES Code 551080 (15 Firms Reporting)

WAGES AND FRINGE BENEFITS (Summer 1999)

A few firms also pay commissions.

Nonunion

New Hires, No Experience: \$8.92 to \$10.00/hr **Median:** \$9.46/hr
New Hires, Experienced: \$8.00 to \$14.13/hr **Median:** \$11.00/hr
Experienced, 3 Yrs w/Firm: \$10.53 to \$15.00/hr **Median:** \$13.90/hr

Union

New Hires, No Experience: \$11.86 to \$11.86/hr **Median:** \$11.86/hr
New Hires, Experienced: \$10.79 to \$13.60/hr **Median:** \$11.80/hr
Experienced, 3 Yrs w/Firm: \$13.79 to \$15.97/hr **Median:** \$14.47/hr

Benefits % responding employers	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	60		40	7			7	
Dental Insurance	60		27	7	7		7	7
Vision Insurance	67		20	7			13	7
Life Insurance	80		7		7		7	13
Sick Leave	100	7						7
Vacation	100	7						7
Retirement Plan	60		20		7		13	13
Child Care					20		80	13
Other*	7		7				87	13

*Thrift Savings Plan, Disability

WHERE THE JOBS ARE

Major employing industries include offices of federal, state, and local government, private businesses and professional offices, and non-profit agencies.

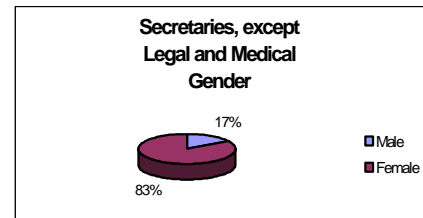
OTHER INFORMATION

Hours: Almost all (98%) work full-time, averaging 40 hours/week. Few (2%) work part-time, averaging 22 hours/week. All work day shifts and few (7%) also work swing shifts.

Vacancies/Promotion: Many vacancies in the last 12 months (45%) resulted from employees leaving. Some (30%) occurred through promotions and some (25%) through creation of new positions. Most firms (73%) promote to higher levels.

Recruitment: The most successful methods for recruitment reported by employers are newspaper advertisements (86%), in-house promotion or transfer (43%), and employee referrals (43%).

Unionization: Employment is evenly split between union and nonunion workers.

**RELATED D.O.T. OCCUPATIONAL TITLES**

201.162-010 Social Secretary;
 201.362-018 Membership Secretary;
 201.362-022 School Secretary;
 201.362-030 Secretary;
 219.362-074 Trust Operations Assistant.

**For Additional Information: CALIFORNIA
 OCCUPATIONAL GUIDE #128**

SURGICAL TECHNICIANS

OES Code 329280 (6 Firms Reporting)

DEFINITION

Surgical Technicians assist the surgical team during surgical procedures and in the preparation for surgery. Under the direct supervision of a Registered Nurse, they arrange sterile setups, count sponges, needles, and instruments before and during surgery, check the operation of equipment, and clean and restock the operating room. They may pass instruments and supplies to surgeons, and may assist in transporting, positioning, prepping, and draping patients for surgery. They may be known as Surgical Technologists. Surgical Assistants who perform such tasks as retracting tissue, suturing skin, and suctioning blood during surgery are not included.

An alternate title reported by employers is *Surgical Technologist*.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Experience and Qualifications Most employers (67%) require and some (33%) prefer prior experience in the occupations. Few (17%) accept other occupational experience. Firms requiring experience report a range of 6 to 12 months. Many (50%) accept training in lieu of experience. Four employers reported seeking computer software skills. In addition to English, some responding employers also prefer fluency in Spanish.

The Occupational Information Network (O*Net) of 1998 lists the following Abilities, Skills, and Knowledges as important Worker Requirements for this occupation:

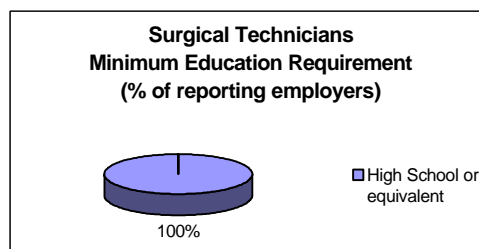
Abilities - Oral Comprehension; Arm-Hand Steadiness; Information Ordering.

Skills - Information Organization; Coordination; Active Listening; Reading Comprehension; Mathematics; Information Gathering; Active Learning; Science.

Knowledges - Medicine and Dentistry; Biology.

Local employers rate the following *qualifications* as **Most Important**:

Abilities - work effectively in a team work environment; stand continuously for 2 or more hours; work effectively under periods of high pressure; perform strenuous, physically demanding work.



Skills - listening; English grammar and spelling; legible handwriting; reading and comprehension; verbal communication and speaking.

Other - willingness to work overtime; willingness to work nights and/or weekends; willingness to work part-time.

Rated **Very Important** are:

Abilities - trained in CPR and first aid techniques; effectively delegate work and supervise staff; work well independently; perform routine, repetitive work.

Skills - basic math; advanced math.

Other - willingness to work on-call; possess own vehicle and insurance; pass a pre-employment medical exam; possess excellent hearing; possess excellent vision; pass a drug screening exam.

New Skills: Employers surveyed report an increasing need for training in neuro procedures and knowledge of aseptic techniques.

Training: All employers require prior vocational training. Training is available through local teaching hospitals.

SIZE OF OCCUPATION

Small (40-70)

EMPLOYMENT TRENDS

Much faster than average growth (75.0%)

Many employers surveyed (50%) report that occupational employment remained stable during the last year; some (33%) report growth, and few (17%) report decline. Most (67%) predict that employment will remain stable over the next two years and some (33%) predict growth.

SUPPLY/DEMAND ASSESSMENT

Employers report that it is moderately difficult to find experienced workers who meet their requirements and very difficult to find inexperienced workers.

SURGICAL TECHNICIANS

OES Code 329280 (6 Firms Reporting)

WAGES AND FRINGE BENEFITS (Summer 1999)

Union

New Hires, Experienced: \$13.32 to \$17.63/hr Median: \$15.48/hr

Experienced, 3 Yrs w/Firm: \$16.50 to \$17.63/hr Median: \$17.07/hr

Nonunion

New Hires, No Experience: \$9.00 to \$13.00/hr Median: \$11.00/hr

New Hires, Experienced: \$9.50 to \$18.29/hr Median: \$13.50/hr

Experienced, 3 Yrs w/Firm: \$11.09 to \$19.18/hr Median: \$15.50/hr

Benefits % responding employers	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	67		33	17				
Dental Insurance	67		17	17			17	
Vision Insurance	67		17	17			17	
Life Insurance	83	17			17			
Sick Leave	100	17						
Vacation	100	17						
Retirement Plan	67		17	17			17	
Child Care			17	17			83	
Other							100	17

WHERE THE JOBS ARE

Major employing industries include general hospitals, surgery centers, offices of surgeons.

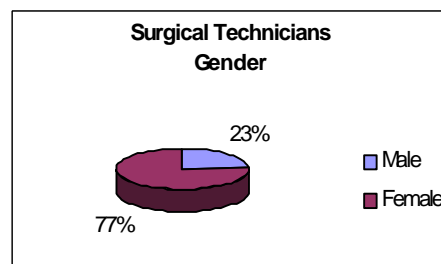
OTHER INFORMATION

Hours: Almost all (93%) work full-time, averaging 40 hours/week. Few (7%) are temporary/on call, averaging 38 hours/week. All work day shifts. Almost all (80%) also work nights or on call. Few (12%) work swing shifts.

Vacancies/Promotion: Some vacancies in the last 12 months (33%) resulted from employees leaving; some (22%) from promotions, some (22%) from creation of new positions, and some (22%) were temporary hires. Most firms (67%) do not promote; some do promote to higher levels.

Recruitment: The most successful methods for recruitment reported by employers are newspaper advertisements (83%), walk-in applicants (50%), in-house promotion or transfer (33%), employee referrals (33%), and school and program referrals (33%).

Unionization: Most workers (75%) are union members.



RELATED D.O.T. OCCUPATIONAL TITLES

The Dictionary of Occupational Titles (D.O.T.) code for this occupation is 079.374-022 Surgical Technician.

**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #462**

TELEPHONE AND CABLE T.V. LINE INSTALLERS AND REPAIRERS

OES Code 857020 (6 Firms Reporting)

DEFINITION

Telephone and Cable TV Line Installers and Repairers install and repair telephone and telegraph lines, television distribution cables, poles, and related equipment such as supports, insulation, and guywire systems. Other duties include locating and repairing defects in existing systems, and placing, rearranging, and removing underground or aerial cables.

Alternate titles reported by employers include *Services Technician, Installer, Telecommunications Technician*.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Experience and Qualifications Many employers (50%) require and many (50%) prefer prior experience in the occupation. Most (67%) accept experience in other occupations. Firms requiring experience report a range of 3 to 12 months. All firms surveyed accept training in lieu of experience. Two employers reported seeking computer software skills. In addition to English, some responding employers also prefer fluency in Spanish.

The Occupational Information Network (O*Net) of 1998 lists the following Abilities, Skills, and Knowledges as important Worker Requirements for this occupation:

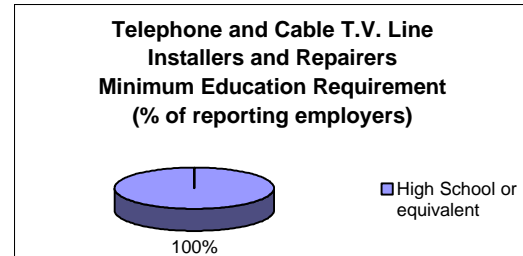
Abilities - Manual Dexterity; Oral Comprehension; Control Precision; Deductive Reasoning; Oral Expression.

Skills - Installation; Repairing; Troubleshooting; Equipment Maintenance; Problem Identification; Testing; Equipment Selection; Mathematics; Active Listening.

Knowledges - Telecommunications.

Local employers rate the following *qualifications* as **Most Important**:

Abilities - work well independently; work effectively in a team work environment; perform strenuous, physically demanding work; perform routine, repetitive work; stand continuously for 2 or more hours.



Skills - verbal communication and speaking skills; listening; legible handwriting; reading and comprehension.

Other - possess a good DMV driving record; pass a drug screening exam; willingness to work overtime; willingness to work nights and/or weekends; willingness to work part-time.

Rated **Very Important** are:

Abilities - work effectively under periods of high pressure.

Skills - basic math; English grammar and spelling.

Other - pass a pre-employment medical exam; possess excellent hearing; possess excellent vision.

New Skills: Employers surveyed indicate an increasing need for computer knowledge.

Training: Some firms (33%) require prior vocational training.

SIZE OF OCCUPATION

Medium (170-180)

EMPLOYMENT TRENDS

Slower than average growth (5.9%)

All employers report growth in occupational employment during the last year. All predict growth over the next two years.

SUPPLY/DEMAND ASSESSMENT

Employers report that it is very difficult to find experienced workers who meet their requirements and moderate difficulty in finding inexperienced workers.

TELEPHONE AND CABLE T.V. LINE INSTALLERS AND REPAIRERS

OES Code 857020 (6 Firms Reporting)

WAGES AND FRINGE BENEFITS (Summer 1999)

New Hires, No Experience: \$7.50 to \$13.50/hr Median: \$10.00/hr
 New Hires, Experienced: \$9.21 to \$18.75/hr Median: \$14.38/hr
 Experienced, 3 Yrs w/Firm: \$14.50 to \$22.71/hr Median: \$21.25/hr

Benefits % responding employers	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	67		33					
Dental Insurance	67		17		17			
Vision Insurance	33		17		17		33	
Life Insurance	50		17		17		17	
Sick Leave	83						17	
Vacation	100							
Retirement Plan	50		17				33	
Child Care					17		83	
Other*	33		17				50	

*Adoption assistance, telephone concessions, vehicles, equipment, mileage reimbursement

WHERE THE JOBS ARE

Major employing industries include telecommunications firms, cable television firms, and local government.

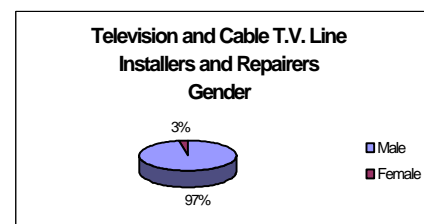
OTHER INFORMATION

Hours: All work full-time, averaging 41 hours/week. All work day shifts and most (67%) also work other shifts.

Vacancies/Promotion: Most vacancies (60%) occurred in the last 12 months through the creation of new positions. Some (26%) resulted from employees leaving and few (14%) from promotions. All firms promote to positions that include supervisor, crew chief, and foreperson.

Recruitment: The most successful methods for recruitment reported by employers are employee referrals (83%), newspaper advertisements (83%), in-house promotion or transfer (33%), and the Employment Development Department (33%).

Unionization: Many workers are nonunion (56%); many (44%) are union.

**RELATED D.O.T. OCCUPATIONAL TITLES**

821.281-010 Cable Television Installer;
 821.281-014 Line Installer, Repairer.

AGRICULTURAL SALES WORKERS

DEFINITION

Agricultural Sales Workers perform retail and/or wholesale sales in farm-related businesses such as chemical, seed, and equipment sales companies and horticultural and agricultural service businesses.

Workers should be able to acquire product knowledge, be able to inform customers of product attributes, and make recommendations to customers on a limited basis. May also receive money, prepare invoices and/or bills, and operate weighing equipment. **(Non-OES Code 490080999)**

Alternate titles reported by employers include:

Account Executive, Salesperson, Sales Representative, Outside Sales Representative, Salesperson - Fresh Produce.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Many recent hires (53%) have a Bachelor's degree and 41% have some college but no degree (Coll.).

Experience and Qualifications : Most employers surveyed usually or always require related work experience. Firms requiring experience report a range of 6-36 months. Almost all at least sometimes accept training in lieu of experience. Of those firms reporting a need for computer software skills, most seek proficiency in spreadsheet, word processing, and database applications. All responding employers prefer fluency in English; some also prefer fluency in Spanish.

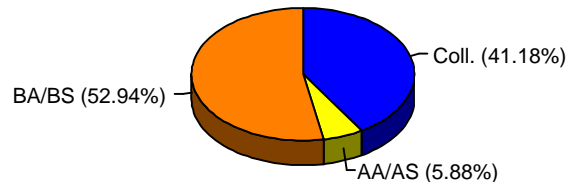
Responding employers rate the following job entry **qualifications** as **MOST IMPORTANT** :

Technical - Abilities: apply marketing techniques, apply sales techniques; learn customers' needs, understand the company's products or services, demonstrate knowledge of specific products, demonstrate agricultural equipment; **Skills:** business math, verbal presentation, telephone sales, record keeping; Knowledge of agricultural products; Possession of a valid driver's license.

Personal or Other - Abilities: maintain good customer relations, maintain good business relationships, deal tactfully with customers, work independently, work under pressure.

Education of Recent Hires

Agricultural Sales Workers



Basic - Ability to write legibly; Oral communication skills.

Rated as **VERY IMPORTANT** : **Abilities:** prepare and arrange sales contracts, motivate others, use own telephone; Report writing skills; Proven sales record; Possession of a reliable vehicle.

New Skills: Many employers surveyed indicate an increasing need for computer skills.

Training: Few firms require from 6 to 12 months of prior training for this occupation.

SIZE OF OCCUPATION

Data are not available.

EMPLOYMENT TRENDS

Data are not available.

Most employers surveyed report that occupational employment remained stable during the last year and some report growth. Many (53%) predict that employment will remain stable over the next three years, but 47% predict growth.

SUPPLY/DEMAND ASSESSMENT

Employers report finding experienced workers who meet their requirements a little difficult and finding inexperienced workers somewhat difficult..

AGRICULTURAL SALES WORKERS (Continued)

WAGES AND FRINGE BENEFITS (Summer 1998)

Commissions are included; however, commissions offered vary widely.

New Hires, No Experience: \$5.75 to \$22.50/hr Median: \$13.63/hr

New Hires, Experienced: \$6.00 to \$23.97/hr Median: \$14.92/hr

Experienced, 3 Yrs w/Firm: \$7.50 to \$38.36/hr Median: \$20.00/hr

Of the firms surveyed which offer fringe benefits (87%), almost all provide medical insurance and paid vacations to full-time workers. Most provide dental insurance, life insurance, and paid sick leave. Many provide retirement plans and some provide vision insurance.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: agricultural supply firms; commercial greenhouses and nurseries; farm equipment dealers; feed dealers; fertilizer firms; forklift and industrial truck dealers; fresh vegetable growers, packers, and shippers; irrigation equipment dealers.

OTHER INFORMATION

Hours : Most work full-time, averaging 43 hours/week. Few work part-time, averaging 20 hours/week.

Vacancies/Promotion : Many vacancies occur through employees leaving; some result from promotions or creation of new positions. Almost all firms promote to management positions. Some do not promote.

Recruitment : Most responding firms recruit through newspaper advertisements, and/or in-house promotion or transfer. Many recruit through employees' referrals, public school or program referrals, private employment agencies, and/or hire unsolicited applicants. Some recruit through the Employment Development Dept., and/or private school referrals. Few recruit through word of mouth.

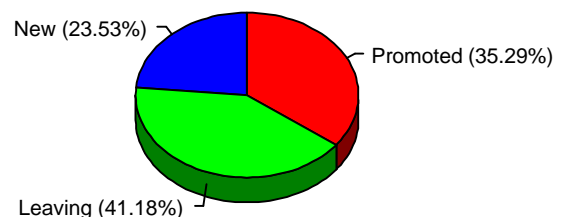
Unionization : This occupation is not unionized.

Gender : Almost all employees in this occupation are men.

RELATED D.O.T. OCCUPATIONAL TITLES:

Sales Representative , 260.257-010 Livestock , 260.357-014 Food Products (wholesale trade), 272.357-010 Animal-Feed Products, 272.357-014 Farm and Garden Equipment, 274.357-050 Material Handling Equipment ;
Salesperson , 260.357-026 Flowers; 272.357-022 Horticultural and Nursery Products; 013.151-010 **Sales Engineer** ; 260.357-010 **Commission Agent, Agricultural Produce** .

Source of Filled Vacancies Agricultural Sales Workers



**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #285 (related)**

BIOLOGICAL, AGRICULTURAL, AND FOOD TECHNICIANS AND TECHNOLOGISTS - EXCEPT HEALTH

DEFINITION

Biological, Agricultural, and Food Technicians and Technologists assist scientists in laboratory and production activities by performing tasks necessary to experiment, test, and develop new and improved methods in production, preservation, and processing of plant and animal life. They develop improved methods of processing and preserving for artificial insemination, and test blood of poultry to ascertain presence of disease. This group includes Agricultural Technicians who treat ornamental and shade trees to improve their health and appearance. (OES 245020)

Alternate titles reported by employers include: *Lab Technician, R & D Technician, Lab Assistant, Food Technologist, Assistant Enologist, Assistant Winemaker, Formulation Technician.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Most recent hires are high school graduates or equivalent; few have a Bachelor's Degree and few have some college but no degree (Coll.).

Experience and Qualifications : Most employers surveyed always or usually require related work experience. Firms requiring experience report a range of 3 to 60 months. Most at least sometimes accept training in lieu of experience. All firms reporting a need for computer software skills seek proficiency in word processing. Almost all seek spreadsheet skills; most seek database skills. All responding employers prefer fluency in English.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT** :

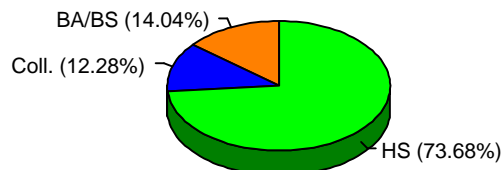
Technical - Abilities: follow laboratory procedures, perform routine laboratory tasks, measure and calculate using metrics; Report writing skills.

Personal or Other - Abilities: pay attention to detail, work independently.

Basic - Ability to read and follow written and oral instructions.

Education of Recent Hires

Biological/Ag/Food Technicians



Rated as **VERY IMPORTANT** : **Abilities:** use reference materials (e.g. hand books), operate precision laboratory equipment, collect and analyze complex data; operate precision measuring instruments; operate microscopes; apply collection and sampling techniques; Research skills ; **Understand:** scientific terms, collection and sampling techniques; **Knowledge of** chemical compounds, biological sciences, microbiology, chemistry lab technology; Completion of courses in biological sciences.

New Skills: Some employers surveyed indicate an increasing need for computer skills.

Training: Most firms require from 2 to 84 months of specialized or college level training.

SIZE OF OCCUPATION

Small (40-40)

EMPLOYMENT TRENDS

Remain stable.

Most employers surveyed report occupational growth during the last year and many report that employment remained stable. Many predict that employment will grow over the next three years and many predict that it will remain stable.

SUPPLY/DEMAND ASSESSMENT

Employers report finding experienced workers who meet their requirements somewhat difficult and finding inexperienced workers a little difficult.

BIOLOGICAL, AGRICULTURAL, AND FOOD TECHNICIANS AND TECHNOLOGISTS - EXCEPT HEALTH (Continued)

WAGES AND FRINGE BENEFITS (Summer 1998)

New Hires, No Experience: \$6.00 to \$12.79/hr Median: \$8.82/hr

New Hires, Experienced: \$6.00 to \$16.78/hr Median: \$13.00/hr

Experienced, 3 Yrs w/Firm: \$6.00 to \$31.65/hr Median: \$15.00/hr

Of the firms surveyed which offer fringe benefits (87%), all provide medical insurance and paid vacations to full-time workers. Almost all provide paid sick leave and dental insurance. Most provide life insurance and retirement plans. Few provide vision insurance.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: agricultural research firms; food processing firms; fresh fruit and vegetable packers and shippers; seed companies; vineyards and wineries; federal government

OTHER INFORMATION

Hours : Most work full-time, averaging 44 hours/week. There are few temporary/on call opportunities averaging 40 hours/week and few part-time opportunities averaging 30 hours/week.

Vacancies/Promotion : Most vacancies are filled as temporary hires. Some result from creation of new positions; few occur through employees leaving and promotions. Most firms promote to senior or management levels. Some firms do not promote.

Recruitment : Most responding firms recruit through newspaper advertisements. Many recruit through in-house promotion or transfer and/or public school or program referrals. Some recruit through employees' referrals, hire unsolicited applicants, and/or recruit through private employment agencies. Few recruit through private school referrals, the Employment Development Dept., and/or college campuses.

Unionization : This occupation is not unionized.

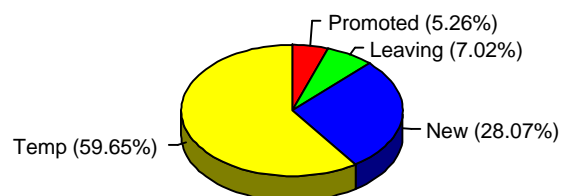
Gender : Many employees in this occupation are men (53%) and many are women (47%).

RELATED D.O.T. OCCUPATIONAL TITLES:

040.061-010 Dairy Technologist;
040.361-010 Laboratory Technician, Artificial Breeding;
040.361-014 Seed Analyst;
049.364-010 Feed-Research Aide;
049.364-018 Biological Aide;
408.181-010 Tree Surgeon;
411.364-010 Blood Tester, Fowl;
411.384-010 Poultry Inseminator;
418.384-010 Artificial Inseminator;
418.384-014 Artificial-Breeding Technician.

Source of Filled Vacancies

Biological/Ag/Food Technicians



**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #201**

FARM EQUIPMENT MECHANICS

DEFINITION

Farm Equipment Mechanics maintain, repair, and overhaul farm machinery and vehicles, such as tractors, harvesters, and irrigation systems. They may repair dairy equipment. Bus and Truck Mechanics and Diesel Engine Specialists are not included. (OES 853210)

Alternate titles reported by employers include: *Service Technician, Shop Technician, Agriculture Mechanic, Service Mechanic, Mechanic.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Almost all recent hires are high school graduates or equivalent; few have less than a high school diploma (<HS).

Experience and Qualifications : Most employers surveyed usually or always require related work experience. Firms requiring experience report a range of 6-36 months. Almost all at least sometimes accept training in lieu of experience. Computer software skills are not currently sought. All responding employers prefer fluency in English; many also prefer fluency in Spanish.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT** :

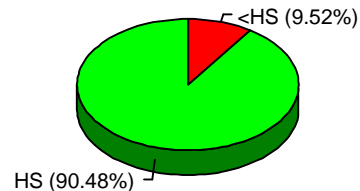
Technical - Abilities: use service manuals, conduct a complete engine overhaul, maintain and repair fuel systems; **Skills:** hydraulic systems troubleshooting, engine diagnostic, problem solving .

Physical - Abilities: tolerate noise, dust, and fumes; work outdoors in all weather conditions.

Personal or Other - Abilities: follow safe work practices, provide own hand tools, work independently; **Possess:** mechanical aptitude, a reliable vehicle; Willingness to work nights, weekends, and holidays.

Education of Recent Hires

Farm Equipment Mechanics



Rated as **VERY IMPORTANT** : **Abilities:** tune up engines, service manual transmissions, repair pneumatic systems, maintain shop and service records, keep maintenance and repair logs, repair irrigation equipment, service automatic transmissions, repair carburetors, use hand tools, lift at least 100 lbs. repeatedly; Knowledge of basic auto mechanics.

New Skills: Most employers surveyed indicate an increasing need for computer skills; some indicate a need for skills in electronics and few indicate a need for skills in hydraulics.

Training: Few firms require from 12 to 24 months of prior training. Training is available locally at Mission Trails Regional Occupational Program.

SIZE OF OCCUPATION

Small (45-53)

EMPLOYMENT TRENDS

Faster than average growth (17.8%)

Many employers (53%) surveyed report that occupational employment remained stable during the last year, but 47% report growth. Many (53%) predict occupational growth over the next three years and 40% predict that employment will remain stable.

SUPPLY/DEMAND ASSESSMENT

Employers report finding experienced and inexperienced workers who meet their requirements somewhat difficult.

FARM EQUIPMENT MECHANICS (Continued)

WAGES AND FRINGE BENEFITS (Summer 1998)

New Hires, No Experience: \$6.48 to \$12.00/hr Median: \$8.75/hr

New Hires, Experienced: \$9.00 to \$16.00/hr Median: \$12.00/hr

Experienced, 3 Yrs w/Firm: \$10.00 to \$23.97/hr Median: \$15.00/hr

All firms surveyed provide medical insurance to full-time workers. Almost all provide dental insurance and paid vacations. Most provide paid sick leave, vision insurance, life insurance, and retirement plans.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: farms and ranches; farm equipment dealers; forklift and industrial truck dealers; farm supply firms.

OTHER INFORMATION

Hours : Almost all work full-time, averaging 49 hours/week. Few work part-time, averaging 5 hours/week.

Vacancies/Promotion : Most vacancies result from creation of new positions; some occur through employees leaving; few result from promotions. Almost all firms promote to foreperson, supervisory, or management levels. Some firms do not promote.

Recruitment : Almost all responding firms recruit through employees' referrals. Most recruit through in-house promotion or transfer and/or hire unsolicited applicants. Many recruit through newspaper advertisements, and/or public school or program referrals. Some recruit through private school referrals and/or the Employment Development Dept. Few recruit through other methods.

Unionization : This occupation is not unionized.

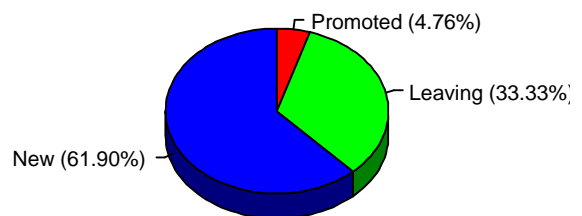
Gender : All employees in this occupation included in the survey are men.

RELATED D.O.T. OCCUPATIONAL TITLES:

624.281-010 Farm-Equipment Mechanic I;
624.281-014 Farm-Equipment Mechanic
Apprentice;
624.361-014 Sprinkler-Irrigation-Equipment
Mechanic;
624.381-010 Assembly Repairer;
624.381-014 Farm-Equipment Mechanic II;
624.684-010 Greaser;
629.281-018 Dairy-Equipment Repairer.

Source of Filled Vacancies

Farm Equipment Mechanics



**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #302**

FARM EQUIPMENT OPERATORS

DEFINITION

Farm Equipment Operators drive and control farm equipment to till soil and to plant, cultivate, and harvest crops. (OES 790210)

Alternate titles reported by employers include:
Tractor Driver, Field Tractor Driver, Machine Operator, Transplanter, Forklift Driver.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Almost all recent hires have less than a high school diploma (<HS); few are high school graduates or equivalent.

Experience and Qualifications : Most employers surveyed usually or always require related work experience. Firms requiring experience report a range of 6-24 months. Most at least sometimes accept training in lieu of experience. Computer software skills are not currently sought. Almost all responding employers prefer fluency in both English and Spanish.

Responding employers rate the following job entry *qualifications* as **VERY IMPORTANT** :

Technical - Abilities: follow safe equipment operating practices, operate tractors, operate pesticide equipment, drive a tractor or farm truck to move products, use operating manuals, operate diesel equipment, operate a fork lift, operate hydraulic equipment, maintain equipment, operate harvesters.

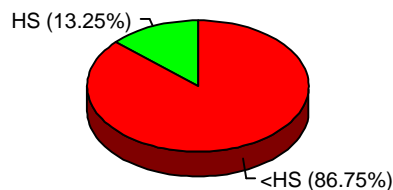
Physical - Abilities: work outdoors in all weather conditions; tolerate noise, dust, and fumes.

Personal or Other - Ability to work independently.

Basic - Ability to read and follow written and oral instructions.

Education of Recent Hires

Farm Equipment Operators



New Skills: Few employers surveyed indicate an increasing need for computer skills.

Training: Prior training is not required; however, training is available locally at Mission Trails Regional Occupational Program.

SIZE OF OCCUPATION

Data are not available.

EMPLOYMENT TRENDS

Data are not available.

Most employers surveyed report that occupational employment remained stable during the last year, but many report growth. Many (53%) predict growth over the next three years, but 47% predict that employment will remain stable.

SUPPLY/DEMAND ASSESSMENT

Employers report finding experienced and inexperienced workers who meet their requirements a little difficult.

FARM EQUIPMENT OPERATORS (Continued)

WAGES AND FRINGE BENEFITS (Summer 1998)

New Hires, No Experience: \$5.75 to \$8.18/hr Median: \$6.25/hr

New Hires, Experienced: \$5.75 to \$10.50/hr Median: \$7.25/hr

Experienced, 3 Yrs w/Firm: \$6.25 to \$12.00/hr Median: \$8.65/hr

Full-time: Of the firms surveyed which offer fringe benefits (67%), almost all provide medical insurance and dental insurance to full-time workers. Most provide life insurance. Many provide vision insurance, paid vacations. Some provide paid sick leave, and retirement plans. Few provide child care. **Part-time:** Some firms provide medical insurance to part-time workers. Few provide dental, vision, and life insurance.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: agricultural harvesting firms; farms and ranches; farm labor supply firms; fresh vegetable growers, packers, and shippers.

RELATED D.O.T. OCCUPATIONAL TITLES:

409.683-010 Farm-Machine Operator;
409.683-014 Field Hauler;
409.685-010 Farm-Machine Tender.

OTHER INFORMATION

Hours : Many are seasonal workers averaging 51 hours/week. There are some permanent full-time opportunities averaging 51 hours/week and some temporary/on call opportunities averaging 40 hours/week.

Vacancies/Promotion : Most vacancies are filled as temporary hires. Some result from creation of new positions; few occur through employees leaving and promotions. Most firms promote to foreperson and supervisory levels. Some firms do not promote.

Recruitment : Most responding firms recruit through employees' referrals and/or in-house promotion or transfer. Many recruit through the Employment Development Dept. and/or hire unsolicited applicants. Some recruit through newspaper advertisements and few recruit through private employment agencies.

Unionization : Some employees in this occupation are union members.

Gender : All employees included in the survey are men.

Source of Filled Vacancies Farm Equipment Operators



**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #225**

FARMWORKERS, FOOD AND FIBER CROPS

DEFINITION

Farmworkers, Food and Fiber Crops manually plant, cultivate, and harvest food and fiber products such as grains, vegetables, fruits, nuts, and field crops (e.g., cotton, mint, hops, and tobacco). Use hand tools such as shovels, trowels, hoes, tampers, pruning hooks, shears, and knives. Duties may include tilling soil and applying fertilizers; transplanting, weeding, thinning, or pruning crops; applying fungicides, herbicides, or pesticides; and packing and loading harvested products. May construct trellises, repair fences and farm buildings, or participate in irrigation activities. Include workers involved in expediting pollination and those who cut seed tuber crops into sections for planting.

(OES 798560)

Alternate titles reported by employers include: *Cutter, Loader, Laborer, General Farm Laborer, Irrigator, Harvester, Closer, General Worker.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Almost all recent hires have less than a high school diploma (<HS); few are high school graduates or equivalent.

Experience and Qualifications : Many employers surveyed sometimes require related work experience. Firms requiring experience report a range of 3-24 months. Many always accept training in lieu of experience. Computer software skills are not currently sought. Most responding employers prefer fluency in English and in Spanish.

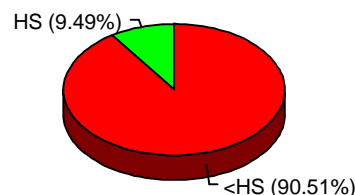
Responding employers rate the following job entry *qualifications* as **VERY IMPORTANT** :

Technical - Abilities: manually harvest vegetable and field crops, pick crops during harvest season, stack or pack crop in container or vehicle, examine tree and vine leaves for damage or disease; Knowledge of hazardous materials; Trained in safe work practices, e.g., disposal of chemical waste.

Physical - Abilities: tolerate temperature extremes; perform strenuous, physically demanding work; work rapidly; Good physical condition.

Education of Recent Hires

Farmworkers, Food and Fiber Crops



Personal or Other - Ability to follow safe work practices.

Basic - Ability to read and follow written and oral instructions; oral communication skills.

Training: Prior training is not required.

SIZE OF OCCUPATION

Data are not available.

EMPLOYMENT TRENDS

Data are not available.

Most employers surveyed report that occupational employment remained stable during the last year and some report growth. Many (50%) predict that employment will remain stable over the next three years and 44% predict growth.

SUPPLY/DEMAND ASSESSMENT

Employers report finding experienced and inexperienced workers who meet their requirements a little difficult.

FARMWORKERS, FOOD AND FIBER CROPS (Continued)

WAGES AND FRINGE BENEFITS (Summer 1998)

New Hires, No Experience: \$5.75 to \$12.50/hr Median: \$6.00/hr

New Hires, Experienced: \$5.75 to \$12.50/hr Median: \$6.18/hr

Experienced, 3 Yrs w/Firm: \$6.00 to \$14.00/hr Median: \$7.00/hr

Of the firms surveyed which offer fringe benefits (56%), all provide medical insurance to full-time workers. Most provide dental insurance, life insurance, and vision insurance. Many provide retirement plans. Some provide paid vacations. Few provide paid sick leave.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: agricultural harvesting firms; farms and ranches; farm labor supply firms; fresh vegetable growers, packers, and shippers.

RELATED D.O.T. OCCUPATIONAL TITLES:

401.683-010 Farmworker, Grain I;
402.663-010 Farmworker, Vegetable I;
403.683-010 Farmworker, Fruit I.

OTHER INFORMATION

Hours : Almost all are seasonal workers averaging 44 hours/week. Few work full-time, averaging 46 hours/week.

Vacancies/Promotion : Almost all vacancies are filled as temporary hires. Few result from creation of new positions and employees leaving. Almost all firms promote to foreperson and supervisory levels. Some do not promote.

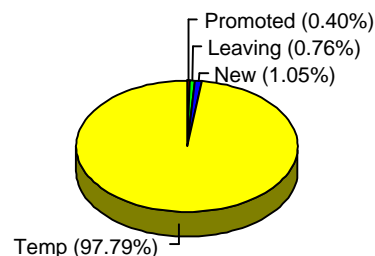
Recruitment : Almost all responding firms recruit through employees' referrals. Many hire unsolicited applicants and/or recruit through in-house promotion or transfer. Some recruit through the Employment Development Dept. and/or newspaper advertisements. Few recruit through public school or program referrals and/or other methods.

Unionization : Some employees in this occupation are union members.

Gender : Most employees in this occupation are men; some are women.

Source of Filled Vacancies

Farmworkers - Food and Fiber Crops



**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #225**

FIRST LINE SUPERVISORS - AGRICULTURAL, FORESTRY, FISHING AND RELATED OCCUPATIONS

DEFINITION

First Line Supervisors, Agricultural, Forestry, Fishing, and Related Occupations, directly supervise and coordinate the activities of agricultural, forestry, fishing and related workers. They may supervise helpers assigned to these workers.

Manager/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. In addition, Manager/Supervisors may also engage, in part, in the same agricultural work as the workers they supervise. However, work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision are not included, and are reported in the occupations which are most closely related to their specific work duties.

(OES 720020)

Alternate titles reported by employers include: *Foreperson, Ranch Foreperson, Ranch Supervisor, Row Boss, Field Supervisor, Crew Leader.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Most recent hires have less than a high school diploma (<HS); few have an Associate degree, some have college but no degree (Coll.), or are high school graduates or equivalent.

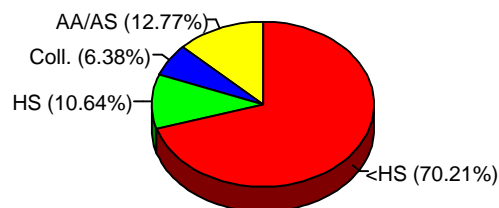
Experience and Qualifications : Almost all firms surveyed always or usually require related work experience. Firms requiring experience report a range of 6-48 months. Most at least sometimes accept training in lieu of experience. All firms reporting a need for computer software skills seek proficiency in word processing and spreadsheet applications. All responding employers prefer fluency in English and almost all in Spanish also. Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT** :

Technical - Abilities: implement safe work practices, give oral instructions; **Skills:** Problem solving, interviewing; **Knowledge of** OSHA safety standards, emergency procedures, hazardous materials, technical aspects of subordinates' duties, employer services, soil conditions; Possession of a valid driver's license.

Physical - Ability to work outdoors in all weather conditions.

Education of Recent Hires

First Line Supervisors - Agricultural



Personal or Other - Abilities: motivate others, work independently, work under pressure, deal effectively with difficult individuals, interact well with others, follow safe work practices, manage a multicultural workforce; Possession of a good DMV driving record; Willingness to assume responsibility. Rated as **VERY IMPORTANT** : Ability to explain and follow grievance procedures; conduct performance appraisals.

Skills: supervisory, personnel interviewing; Willingness to work nights, weekends, and holidays.

New Skills: Of those firms indicating new skills (47%), some indicate an increasing need for bilingual skills and some indicate an increasing need for computer skills.

Training: Some firms require prior training or certification for this occupation. Training is available locally at Mission Trails Regional Occupational Program.

SIZE OF OCCUPATION

Data are not available.

EMPLOYMENT TRENDS

Data are not available.

Most employers surveyed report that occupational employment remained stable during the last year and a few report growth. Many (59%) predict growth over the next three years, but 41% predict that employment will remain stable.

SUPPLY/DEMAND ASSESSMENT

Employers report finding experienced and inexperienced workers who meet their requirements a little difficult.

FIRST LINE SUPERVISORS - AGRICULTURAL, FORESTRY, FISHING AND RELATED OCCUPATIONS (Continued)

WAGES AND FRINGE BENEFITS (Summer 1998)

New Hires, No Experience: \$8.50 to \$12.50/hr Median: \$9.59/hr

New Hires, Experienced: \$8.50 to \$15.00/hr Median: \$11.19/hr

Experienced, 3 Yrs w/Firm: \$8.50 to \$20.00/hr Median: \$15.00/hr

Of the firms surveyed which offer fringe benefits (82%), all provide medical insurance and dental insurance to full-time workers. Almost all provide paid vacations. Most provide vision insurance, life insurance, paid sick leave. Many provide retirement plans.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: agricultural harvesting firms; farms and ranches; farm labor supply firms; fresh vegetable growers, packers, and shippers; lawn and garden services; federal government.

OTHER INFORMATION

Hours : Almost all are permanent full-time averaging 56 hours/week. There are few seasonal opportunities averaging 56 hours/week.

Vacancies/Promotion : Many vacancies are filled as temporary hires. Some result from employees leaving; few occur through promotions or creation of new positions. Many firms do not promote from this occupation, but many firms promote to higher levels of management.

Recruitment : Almost all responding firms recruit through in-house promotion or transfer. Many recruit through employees' referrals. Some hire unsolicited applicants and/or recruit through the Employment Development Dept. Few recruit through newspaper advertisements, private employment agencies, public school or program referrals, and/or other methods.

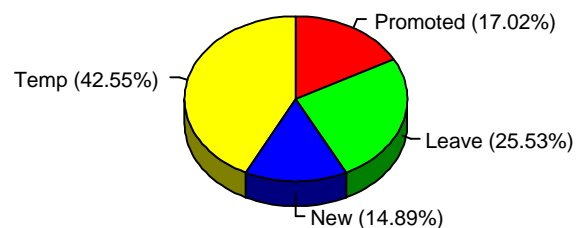
Unionization : This occupation is not unionized.

Gender : Almost all employees in this occupation are men; few are women.

RELATED D.O.T. OCCUPATIONAL TITLES:

Supervisor , 402.131-010 Vegetable Farming,
403.131-010 Tree-Fruit-and Nut Farming,
403.131-014 Vine Fruit Farming,
404.131-010 Field-Crop Farming,
404.131-014 Shed Workers,
405.131-010 Horticultural Specialty,
409.131-010 Picking Crew,
180.167-014 Seed Production;
409.137-010 **Head Irrigator** ;
409.137-014 **Row Boss, Hoeing** .

Source of Filled Vacancies First Line Supervisors - Agriculture



HAND PACKERS AND PACKAGERS

DEFINITION

Hand Packers and Packages pack or package by hand a wide variety of products and materials. Workers whose jobs require more than minimum training are not included. (OES 989020)

Alternate titles reported by employers include: *Fish Packer, Helper/Mover, Line Worker, Line Production Worker, Packager/Picker, Packer/Boxer, Inserter, Laborer, Puller/Packer.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Many recent hires are high school graduates or equivalent, but many have less than a high school diploma (<HS).

Experience and Qualifications : Many firms sometimes require related work experience. Employers requiring experience report a need for 6 months' prior experience. Almost all at least sometimes accept training in lieu of experience. All firms reporting a need for computer software skills seek proficiency in word processing applications. Almost all responding employers prefer fluency in English; some prefer fluency in Spanish.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT** :

Technical - Ability to stack or pack crop in container or vehicle; Knowledge of OSHA safety standards.

Physical - Abilities: use hands, arms, and fingers; work rapidly; Good physical condition.

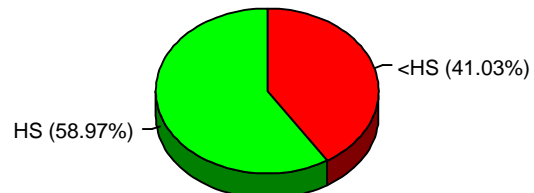
Personal or Other - Abilities: learn from on-the-job training; perform routine, repetitive work.

Basic - Ability to read and follow written and oral instructions; Oral communication skills.

Rated as **VERY IMPORTANT** : **Abilities:** use

Education of Recent Hires

Hand Packers and Packers



hand tools, load and unload freight; apply inventory control methods; load and unload freight by hand; **Skills:** materials handling, labeling; Knowledge of specific production processes; Willingness to work overtime.

New Skills: Of those firms indicating new skills (24%), some indicate an increasing need for computer skills.

Training: Prior training is not required.

SIZE OF OCCUPATION

Large (550-640)

EMPLOYMENT TRENDS

Average growth (16.4%)

Most employers surveyed report that occupational employment remained stable during the last year, but some report that employment declined due to the lack of product availability. Many (53%) predict growth over the next three years, but 47% predict that employment will remain stable.

SUPPLY/DEMAND ASSESSMENT

Employers report finding experienced and inexperienced workers who meet their requirements a little difficult.

HAND PACKERS AND PACKAGERS (Continued)

WAGES AND FRINGE BENEFITS (Summer 1998)

New Hires, No Experience: \$5.75 to \$12.50/hr Median: \$6.50/hr

New Hires, Experienced: \$5.75 to \$12.50/hr Median: \$7.40/hr

Experienced, 3 Yrs w/Firm: \$6.25 to \$14.38/hr Median: \$8.00/hr

Full-time: Of the firms surveyed which offer fringe benefits (65%), almost all provide medical insurance and dental insurance to full-time workers. Most provide life insurance and paid vacations. Many provide retirement plans and paid sick leave. Some provide vision insurance. **Part-time:** Few firms provide medical insurance and child care to part-time workers.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: agricultural supply firms; farms and ranches; fish packing firms; food processing firms; fresh vegetable growers, packers, and shippers; moving and storage firms; publishing firms; temporary employment agencies.

OTHER INFORMATION

Hours : Many are seasonal workers averaging 41 hours/week. There are some permanent full-time opportunities, averaging 40 hours/week. There are few temporary/on call opportunities averaging 31 hours/week and few part-time opportunities averaging 18 hours/week.

Vacancies/Promotion : Most vacancies are filled as temporary hires. Some vacancies occur through employees leaving; few result from promotions. Almost all firms promote to lead, supervisory, or management positions. Few do not promote.

Recruitment : Most responding firms recruit through employees' referrals. Many hire unsolicited applicants, recruit through newspaper advertisements, and in-house promotion or transfer. Some recruit through the Employment Development Dept. Few recruit through public school or program referrals, private school referrals, union hall referrals, and/or other methods.

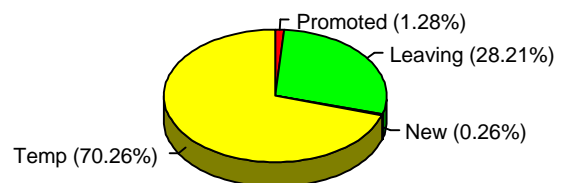
Unionization : Unionization is negligible (less than 10%).

Gender : Many employees in this occupation are men (52%) and many are women (48%).

RELATED D.O.T. OCCUPATIONAL TITLES:

920.587-018 Packager, Hand;
920.684-010 Crater;
920.687-014 Bagger;
920.687-026 Bander, Hand;
920.687-042 Bottling-Line Attendant;
920.687-086 Fish Packer;
920.687-134 Packer, Agricultural Produce;
922.684-010 Locker-Plant Attendant;
922.687-046 Icer.

Source of Filled Vacancies Hand Packers and Packagers



COOKS - SPECIALTY FAST FOOD

DEFINITION

Specialty Fast Food Cooks prepare and cook food in a fast food restaurant with a limited menu. The menu and duties of the cooks are limited to one or two basic items, such as hamburgers, chicken, pizza, tacos, or fish and chips. The duties of the cook normally involve operating large volume single purpose cooking equipment. Typically, these cooks work in regional or national fast food chain restaurants. (OES 650320)

Alternate titles reported by employers include: *Grill Position, Kitchen Crew, Steamer, Pizzamaker, Production, Crew Member.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Most recent hires have less than a high school diploma (<HS); some are high school graduates or equivalent.

Experience and Qualifications : Almost all employers surveyed never require related work experience and always accept training in lieu of experience. Computer software skills are not currently sought. All responding employers prefer fluency in English.

Responding employers rate the following job entry **qualifications** as **MOST IMPORTANT** :

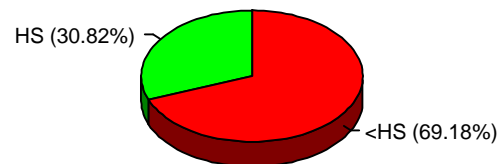
Physical - Abilities: stand continuously for 2 or more hours, work rapidly; Good health.

Personal or Other - Abilities: work as part of a team, learn from on-the-job training; Good grooming skills; High standards of personal cleanliness; Willingness to work, nights, weekends, and holidays.

Basic - Oral communication skills.

Education of Recent Hires

Cooks - Specialty Fast Food



Rated as **VERY IMPORTANT** : **Abilities:** prepare quick-meal convenience items, make change; tolerate heat and humidity, read and follow written and oral instructions; Food preparation skills.

New Skills: Of those firms indicating new skills (25%), all indicate an increasing need for computer skills.

Training: Prior training is not required; however, training is available locally at Mission Trails Regional Occupational Program.

SIZE OF OCCUPATION

Very Large (820-1,000)

EMPLOYMENT TRENDS

Faster than average growth (19.6%)

Most employers surveyed report that occupational employment remained stable during the last year and some report growth. Most employers predict growth over the next three years and some predict that employment will remain stable.

SUPPLY/DEMAND ASSESSMENT

Employers report finding experienced and inexperienced workers who meet their requirements a little difficult.

COOKS - SPECIALTY FAST FOOD (Continued)

WAGES AND FRINGE BENEFITS (Summer 1998)

New Hires, No Experience: \$5.75 to \$5.75/hr Median: \$5.75/hr

New Hires, Experienced: \$5.75 to \$6.00/hr Median: \$6.00/hr

Experienced, 3 Yrs w/Firm: \$5.75 to \$9.00/hr Median: \$7.00/hr

Full-time: Of the firms surveyed which offer fringe benefits (56%), almost all provide paid vacations. Many provide medical insurance, life insurance, and retirement plans. Some provide dental insurance and paid sick leave. **Part-time:** Many firms provide paid vacations and paid sick leave to part-time workers. Few provide medical, dental, and vision insurance.

MAJOR EMPLOYING INDUSTRIES

The major employing industry is eating places.

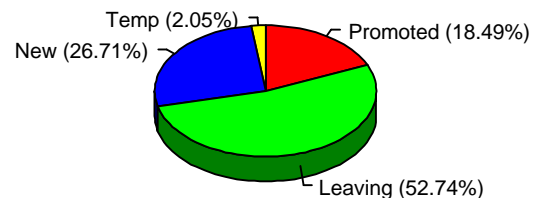
OTHER INFORMATION

Hours: Most work part-time, averaging 23 hours/week. Some work full-time, averaging 38 hours/week.

Vacancies/Promotion: Many vacancies occur through employees leaving. Some result from creation of new positions; few occur through promotions and few are temporary hires. Almost all firms promote to management positions.

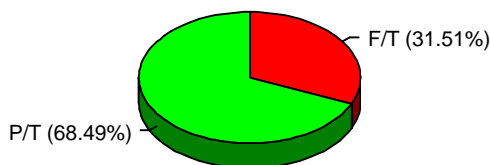
Source of Filled Vacancies

Cooks - Specialty Fast Foods



Employment Status

Cooks - Specialty Fast Food



Recruitment: Almost all responding firms recruit through employees' referrals and/or hire unsolicited applicants. Most recruit through newspaper advertisements, in-house promotion or transfer, public school or program referrals, and/or the Employment Development Dept. Some recruit through private school referrals and/or private employment agencies.

Unionization: This occupation is not unionized.

Gender: Many employees in this occupation are men (52%) and many are women (48%).

RELATED D.O.T. OCCUPATIONAL TITLES:

313.361-026 Cook, Specialty;
313.374-010 Cook, Fast Food;
313.381-014 Baker, Pizza.

**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #366**

COUNTER ATTENDANTS

DEFINITION

Lunchroom, Coffee Shop, or Cafeteria Counter Attendants serve food to diners at a counter or from a steam table. Counter Attendants who also wait tables are not included. (OES 650170)

Alternate titles reported by employers include: *Counter Person, Front Counter & Drive-Thru Person, Crew Member, Guest Service, Service Representative, Deliperson, Food Service Worker, Customer Service Assistant, Sandwich Maker.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Almost all recent hires are high school graduates or equivalent; few have less than a high school diploma (<HS).

Experience and Qualifications : Most employers surveyed never require related work experience. Employers requiring experience report a range of 3-6 months. All firms at least sometimes accept training in lieu of experience. Computer skills are not currently sought. Almost all responding employers prefer fluency in English; some prefer fluency in Spanish.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT** :

Technical - Ability to make change.

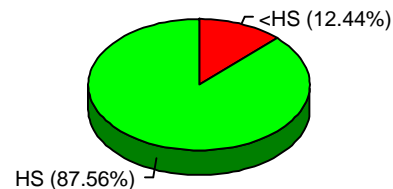
Physical - Abilities: stand continuously for 2 or more hours, use hands, arms, and fingers.

Personal or Other - Abilities: convey a courteous, diplomatic manner on the telephone; work independently; **Skills:** good grooming; customer service, public contact; High standards of personal cleanliness.

Basic - **Abilities:** read and follow written and oral instructions, write legibly; Oral communication skills.

Education of Recent Hires

Counter Attendants



Rated as **VERY IMPORTANT** : Ability to operate a cash register; Sandwich making skills; Basic math skills; Certified as a food handler; **Willingness to work** nights, weekends, and holidays; a split shift.

Training: Prior training is not required; however, training is available locally at Mission Trails Regional Occupational Program.

SIZE OF OCCUPATION

Very Large (1,080-1,130)

EMPLOYMENT TRENDS

Slower than average growth (4.6%), but high turnover . Most employers surveyed report that occupational employment remained stable during the last year and some report growth. Many (55%) predict that employment will remain stable over the next three years, but 45% predict growth.

SUPPLY/DEMAND ASSESSMENT

Employers report finding experienced and inexperienced workers who meet their requirements a little difficult.

COUNTER ATTENDANTS (Continued)

WAGES AND FRINGE BENEFITS (Summer 1998)

Tips are not included.

New Hires, No Experience: \$5.75 to \$8.49/hr Median: \$5.75/hr

New Hires, Experienced: \$5.75 to \$9.83/hr Median: \$6.13/hr

Experienced, 3 Yrs w/Firm: \$6.00 to \$9.83/hr Median: \$8.00/hr

Full-time: Of the firms surveyed which provide fringe benefits (55%), almost all provide medical insurance to full-time workers. Most provide paid vacations, dental insurance, and vision insurance. Many provide life insurance, and retirement plans. Some provide paid sick leave. Few provide child care. **Part-time:** Few firms provide dental insurance, vision insurance, paid vacations, paid sick leave, and medical insurance to part-time workers.

MAJOR EMPLOYING INDUSTRIES

The major employing industry is eating places.

OTHER INFORMATION

Hours : Most work part-time, averaging 20 hours/week. Many work full-time, averaging 39 hours/week.

Vacancies/Promotion : Most vacancies occur through employees leaving; few result from new positions, promotions, or temporary hires. This is a high turnover occupation (over 64% annually). Almost all firms promote to lead, supervisory, or management positions. Few do not promote.

Recruitment : Most responding firms hire unsolicited applicants and/or recruit through employees' referrals. Many recruit through newspaper advertisements, and/or in-house promotion or transfer. Some recruit through public school or program referrals. Few recruit through the Employment Development Dept., private school referrals, and/or other methods.

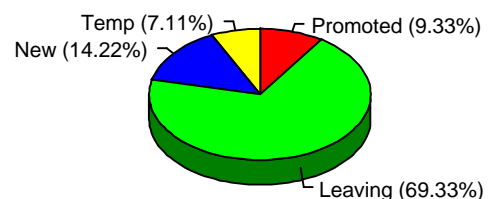
Unionization : Some employees in this occupation are union members.

Gender : Most employees in this occupation are women; some are men.

RELATED D.O.T. OCCUPATIONAL TITLES:

311.477-014 Counter Attendant, Lunchroom or Coffee Shop;
311.477-038 Waiter/Waitress, Take out;
311.674-010 Canteen Operator;
311.677-014 Counter Attendant, Cafeteria;
319.474-010 Fountain Server.

Source of Filled Vacancies Counter Attendants



WAITERS AND WAITRESSES

DEFINITION

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. Workers who only work at counters are not included.

(OES 650080)

Alternate titles reported by employers include:
Server, Waitperson, Food Server, Dining Room Server, Banquet Server.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Almost all recent hires are high school graduates or equivalent; few have some college but no degree (Coll.).

Experience and Qualifications : Most employers surveyed always or usually require related work experience. Employers requiring experience report a range of 3-24 months. All at least sometimes accept training in lieu of experience. Of those firms reporting a need for computer software skills, many seek proficiency with computerized registers, and some seek proficiency in word processing and database applications. Almost all responding employers prefer fluency in English.

Responding employers rate the following job entry **qualifications** as **MOST IMPORTANT** :
Technical - Abilities: make change, operate a cash register; Cash handling skills.

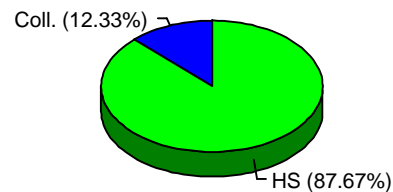
Physical - Ability to stand continuously for 2 or more hours; Physical stamina.

Personal or Other - Abilities: deal tactfully with customers, learn from on-the-job training, follow safe work practices, deal effectively with difficult individuals, provide own uniform; **Skills:** Customer service, listening, good grooming; High standards of personal cleanliness; Willingness to work, nights, weekends, and holidays; Flexibility; Understanding of a variety of cultures.

Basic - Ability to read and follow written and oral instructions; Oral communication skills.

Education of Recent Hires

Waiters and Waitresses



Rated as **VERY IMPORTANT** : **Abilities:** follow check cashing procedures, write legibly; **Skills:** basic math, oral communication; Possession of agility and coordination; Willingness to work a split shift.

New Skills: Of those firms indicating new skills (44%), some indicate an increasing need for computer skills.

Training: Prior training is not required; however, training is available at Mission Trails Regional Occupational Program.

SIZE OF OCCUPATION

Medium (2,420-2,970)

EMPLOYMENT TRENDS

Faster than average growth (22.7%)

Many employers surveyed report that occupational employment remained stable during the last year and some report growth. Many (56%) predict that employment will remain stable over the next three years, but 44% predict growth.

SUPPLY/DEMAND ASSESSMENT

Employers report finding experienced and inexperienced workers who meet their requirements a little difficult.

WAITERS AND WAITRESSES (Continued)

WAGES AND FRINGE BENEFITS (Summer 1998)

Tips are included.

New Hires, No Experience: \$5.75 to \$20.75/hr Median: \$9.69/hr

New Hires, Experienced: \$5.75 to \$22.42/hr Median: \$14.45/hr

Experienced, 3 Yrs w/Firm: \$5.75 to \$25.75/hr Median: \$15.75/hr

Full-time: Of the firms surveyed which provide fringe benefits (89%), all provide medical insurance to full-time workers. Almost all provide paid vacations, dental insurance, life insurance, and retirement plans. Most provide paid sick leave. Many provide vision insurance. Few provide child care. **Part-time:** Few firms provide retirement plans, paid vacations, paid sick leave, medical insurance, dental insurance, vision insurance, and life insurance to part-time workers.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: eating places, hotels and motels.

OTHER INFORMATION

Hours : Many work full-time, averaging 30 to 39 hours/week. Some work part-time, averaging 23 hours/week. There are few temporary/on call opportunities averaging 16 hours/week.

Vacancies/Promotion : Many vacancies (48%) occur through employees leaving and 37% result from creation of new positions. Few occur through promotions and few are temporary hires. Almost all firms promote to management or supervisory levels. Few firms do not promote.

Recruitment : Almost all responding firms recruit through employees' referrals. Most hire unsolicited applicants, recruit through newspaper advertisements and/or in-house promotion or transfer. Some recruit through the Employment Development Dept. and/or public school or program referrals. Few recruit through private school referrals, private employment agencies, union hall referrals, and/or other methods.

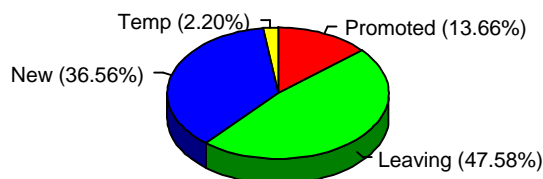
Unionization : Unionization is negligible (less than 10%).

Gender : Most employees in this occupation are women; some are men.

RELATED D.O.T. OCCUPATIONAL TITLES:

311.477-026 Waiter/Waitress, Formal;
311.477-477-030 Waiter/Waitress, Informal;
311.674-018 Waiter/Waitress, Buffet;
350.677-030 Waiter/Waitress;
352.677-018 Waiter/Waitress, Club.

Source of Filled Vacancies Waiters and Waitresses



**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #42**

NURSE AIDES

DEFINITION

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Psychiatric Aides and Home Health Aides are not included. (OES 660080)

Alternate titles reported by employers include: *Certified Nursing Assistant, Personal Care Specialist, Caregiver.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Almost all recent hires are high school graduates or equivalent; few have less than a high school diploma (<HS).

Certification: Almost all responding employers require Nurse Aides to have the Certified Nursing Assistant (CNA) license. The fee for the federal exam and certificate is \$80-\$85, with a renewal fee of \$20 every two years. Information and applications may be obtained from the Department of Health Services, Licensing and Certification, 1800 3rd St., Suite 210, Sacramento, CA 95814; (916) 445-2070. Examinations are given and processed through local Red Cross Chapters.

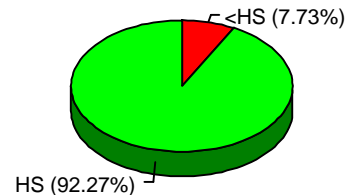
Experience and Qualifications : Most employers surveyed usually or always require related work experience. Most employers requiring experience report a range of 3-18 months. All at least sometimes accept training in lieu of experience. All firms reporting a need for computer software skills seek general computer skills or mainframe/terminal skills. All responding employers prefer fluency in English; some also prefer fluency in Spanish. Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT :**

Technical - Abilities: record condition of patients, follow emergency procedures, care for elderly persons, test blood pressure, apply transfer techniques moving patients; Possession of Nurses Aid Certification; Understanding of common illnesses.

Physical - Ability to pass a pre-employment medical examination; Physical stamina.

Education of Recent Hires

Nurse Aides



Personal or Other - Ability to do shift work; High standards of personal cleanliness; Caring and sympathetic attitude; Interest in patient care and education; Willingness to work nights, weekends, and holidays.

Basic - Ability to read and follow written and oral instructions.

Rated as **VERY IMPORTANT :** **Abilities:** test bodily functions, apply sterilization techniques, prepare deceased patients, assist with the application of dressings, provide own uniform; Instrument sterilization skills; Certificated to perform CPR.

New Skills: Of those firms indicating new skills (26%), some indicate an increasing need for computer skills.

Training: Almost all firms require an average of 3 months' prior training, leading to certification. Training is available at Pacific Grove Adult School and Mission Trails Regional Occupational Program.

SIZE OF OCCUPATION

Very Large (830-990)

EMPLOYMENT TRENDS

Faster than average growth (19.3%)

Most employers surveyed report that occupational employment remained stable during the last year and some report growth. Most employers predict that employment will remain stable over the next three years and some predict growth.

SUPPLY/DEMAND ASSESSMENT

Employers report finding experienced and inexperienced workers who meet their requirements somewhat difficult.

NURSE AIDES (Continued)

WAGES AND FRINGE BENEFITS (Summer 1998)

Nonunion

New Hires, No Experience: \$6.00 to \$11.07/hr Median: \$7.00/hr

New Hires, Experienced: \$6.00 to \$12.15/hr Median: \$7.50/hr

Experienced, 3 Yrs w/Firm: \$6.45 to \$12.77/hr Median: \$8.50/hr

Union

New Hires, No Experience: \$6.10 to \$12.38/hr Median: \$7.00/hr

New Hires, Experienced: \$6.50 to \$12.38/hr Median: \$7.00/hr

Experienced, 3 Yrs w/Firm: \$6.50 to \$13.39/hr Median: \$7.93/hr

Full-time: Of the firms surveyed which provide fringe benefits (94%), almost all provide medical insurance, dental insurance, paid vacations, and paid sick leave to full-time workers. Most provide life insurance. Many provide vision insurance and retirement plans. Few provide child care. **Part-time:** Some firms provide paid vacations, paid sick leave, medical insurance, and dental insurance to part-time workers. Few provide vision insurance, life insurance, retirement plans, and child care.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: general hospitals, nursing homes and convalescent hospitals.

Gender: Almost all employees in this occupation are women; few are men.

OTHER INFORMATION

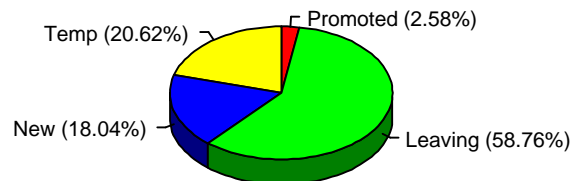
Hours: Most work full-time, averaging 34 to 40 hours/week. Some work part-time, averaging 23 hours/week. There are few temporary/on call opportunities averaging 23 hours/week.

Vacancies/Promotion: Many vacancies occur through employees leaving. Some are temporary hires and few vacancies result from creation of new positions or promotions. Most firms promote if a higher level of nursing is achieved or to administrative positions. Some firms do not promote.

Recruitment: Most responding firms recruit through newspaper advertisements and employees' referrals. Many hire unsolicited applicants. Some recruit through in-house promotion or transfer and/or public school or program referrals. Few recruit through the Employment Development Dept., private employment agencies, and/or other methods.

Unionization: Many employees in this occupation are union members.

Source of Filled Vacancies Nurse Aides



RELATED D.O.T. OCCUPATIONAL TITLES:

354.377-010 Birth Attendant;
354.677-010 First-Aid Attendant;
355.674-014 Nurse Assistant;
355.674-018 Orderly.

**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #442**

PHYSICAL THERAPY AIDES

DEFINITION

Physical Therapy Aides prepare patients and treatment area for physical therapy treatments and assist Physical Therapists with treatments such as gait training, hydrotherapy, and exercise programs. They transport patients to and from treatment area and assemble and maintain equipment and supplies. They may perform routine clerical and related tasks. They work under continuous on-site supervision of a licensed/registered Physical Therapist.

(OES 660172)

Alternate titles reported by employers include: *P.T. Technician, Physical Therapy Helper, Rehab Technician.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Many recent hires (53%) have some college but no degree (Coll.) and 47% are high school graduates or equivalent.

Experience and Qualifications : Many employers surveyed sometimes require related work experience. Firms requiring experience report a range of 3-24 months. Almost all firms at least sometimes accept training in lieu of experience. All those firms reporting a need for computer software skills seek proficiency in word processing. Many seek database skills; some seek spreadsheet skills. Almost all employers prefer fluency in English; many prefer fluency in Spanish.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT** :

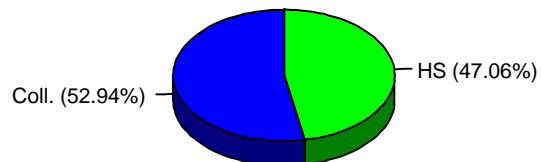
Technical - Ability to work with sick people.

Physical - Ability to stand continuously for 2 or more hours; Physical stamina.

Personal or Other - **Abilities**: work as part of a team, learn from on-the-job training, deal effectively with difficult individuals, interact well with others, exercise patience; Listening skills; Caring and sympathetic attitude; Interest in patient care and education; High standards of personal cleanliness.

Education of Recent Hires

Physical Therapy Aides



Basic - **Abilities**: read and follow written and oral instructions, write legibly; Oral communication skills.

Rated as **VERY IMPORTANT** : **Abilities**: lift and move patients; use hands, arms, and fingers; Knowledge of anatomy; Completed application to become a Physical Therapy Assistant; Enrollment in a Physical Therapy Assistant training program; Willingness to work evenings.

Training: Some firms require prior training. Training is available locally at Hartnell College.

SIZE OF OCCUPATION

Data are not available.

EMPLOYMENT TRENDS

Data are not available.

Most employers surveyed report that occupational employment remained stable during the last year and some report growth. Many (50%) predict growth over the next three years and 44% predict that employment will remain stable.

SUPPLY/DEMAND ASSESSMENT

Employers report finding experienced and inexperienced workers who meet their requirements a little difficult.

PHYSICAL THERAPY AIDES (Continued)

WAGES AND FRINGE BENEFITS (Summer 1998)

New Hires, No Experience: \$5.75 to \$10.91/hr Median: \$7.00/hr

New Hires, Experienced: \$7.00 to \$12.00/hr Median: \$8.75/hr

Experienced, 3 Yrs w/Firm: \$8.00 to \$15.00/hr Median: \$10.00/hr

Full-time: Of the firms surveyed which offer fringe benefits (81%), all provide medical insurance and paid vacations to full-time workers. Almost all provide paid sick leave, dental insurance. Most provide retirement plans and life insurance. Many provide vision insurance. Few provide child care. **Part-time:** Some firms provide paid vacations, paid sick leave, and retirement plans to part-time workers. Few provide medical insurance, dental insurance, vision insurance, life insurance, and child care.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: general hospitals; nursing homes and convalescent hospitals; offices of chiropractors; offices of physical therapists; offices of physicians.

RELATED D.O.T. OCCUPATIONAL TITLES:

The DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) code for this occupation is 355.354-010 Physical Therapy Aide.

OTHER INFORMATION

Hours: Most work full-time, averaging 30 to 39 hours/week. Some work part-time, averaging 26 hours/week. There are few temporary/on call opportunities averaging 17 hours/week.

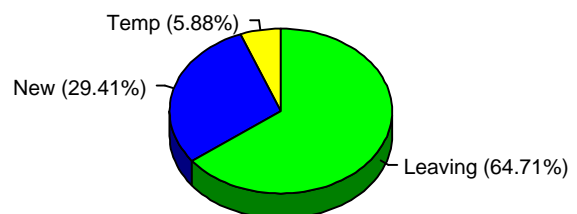
Vacancies/Promotion: Most vacancies occur through employees leaving. Some result from creation of new positions. Few are temporary hires. Most firms do not promote, but some firms promote those who qualify for Certified Physical Therapy Assistant.

Recruitment: Most responding firms recruit through newspaper advertisements and employees' referrals. Many hire unsolicited applicants. Some recruit through in-house promotion or transfer and/or public school or program referrals. Few recruit through private school referrals, private employment agencies, and/or other methods.

Unionization: Unionization is negligible (less than 10%).

Gender: Most employees in this occupation are women; some are men.

Source of Filled Vacancies Physical Therapy Aides



**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #451**

PHYSICAL THERAPY ASSISTANTS

DEFINITION

Physical Therapy Assistants administer and assist with physical therapy treatments as planned and directed by a Physical Therapist. They administer treatments such as exercise, gait training, massage, whirlpool, and hot packs. They instruct, motivate, and assist patients with learning and improving functional activities. They may record patient treatments and maintain patient records.

(OES 660171)

Employers surveyed do not report alternate titles.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Most recent hires have an Associate degree; few have some college but no degree (Coll.) or are high school graduates or equivalent.

Certification: Almost all responding employers require Physical Therapy Assistants to have the Certified Physical Therapy Assistant license. An AA Degree from a committee-approved school or documentation of training and experience equivalent to an approved school program is required. Fees include: Application, \$30; Examination, \$140; License, \$80; Fingerprinting, \$65. Renewal is every two years. Information and applications may be obtained from the Physical Therapy Examining Committee, 1434 Howe Ave., Suite 92, Sacramento, CA 95825-3291; (916) 263-2550.

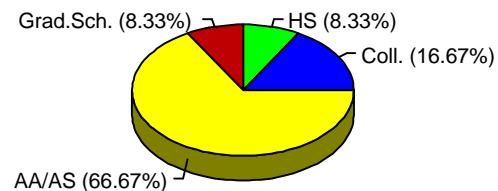
Experience and Qualifications : Most employers surveyed always or usually require related work experience. Firms requiring experience report a range of 3-18 months. Most at least sometimes accept training in lieu of experience. All firms reporting a need for computer software skills seek proficiency in word processing. Many seek spreadsheet skills and/or database skills. Some seek desktop publishing skills. All responding employers prefer fluency in English; many prefer fluency in Spanish.

Responding employers rate the following job entry **qualifications** as **MOST IMPORTANT** :

Technical - ; Abilities: work with sick people, lift and move patients; Physical therapy skills; Knowledge of anatomy; Possession of a Physical Therapy Assistant certificate; Understanding of common muscle and back ailments.

Education of Recent Hires

Physical Therapy Assistants



Physical - Abilities: use hands, arms, and fingers; stand continuously for 2 or more hours; Physical stamina.

Personal or Other - Abilities: work as part of a team, exercise patience, interact well with others, learn from on-the-job training, deal effectively with difficult individuals; Listening skills; Caring and sympathetic attitude; Interest in patient care and education; High standards of personal cleanliness.

Basic - Abilities: read and follow written and oral instructions, write legibly; Oral communication skills.

Rated as **VERY IMPORTANT** : Knowledge of kinesiology; Willingness to work evenings.

Training: Almost all firms require an average of 24 months' training, leading to certification. Training is available locally at Hartnell College.

SIZE OF OCCUPATION

Data are not available.

EMPLOYMENT TRENDS

Data are not available.

Many employers surveyed (53%) report that occupational employment remained stable during the last year and 47% report growth. Most employers predict that employment will remain stable over the next three years, but many predict growth.

SUPPLY/DEMAND ASSESSMENT

Employers report finding experienced workers who meet their requirements a little difficult and finding inexperienced workers somewhat difficult.

PHYSICAL THERAPY ASSISTANTS (Continued)

WAGES AND FRINGE BENEFITS (Summer 1998)

New Hires, No Experience: \$7.00 to \$21.00/hr Median: \$14.75/hr

New Hires, Experienced: \$9.00 to \$23.97/hr Median: \$17.90/hr

Experienced, 3 Yrs w/Firm: \$11.00 to \$28.77/hr Median: \$20.00/hr

Full-time: Of the firms surveyed which offer fringe benefits (87%), all provide paid vacations to full-time workers. Almost all provide medical insurance, paid sick leave, retirement plans. Most provide dental insurance and life insurance. Many provide vision insurance. Some provide child care. **Part-time:** Few firms provide medical insurance, dental insurance, paid vacations, paid sick leave, retirement plans, vision insurance, and life insurance to part-time workers.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: general hospitals; nursing homes and convalescent hospitals; offices of chiropractors; offices of physical therapists; offices of physicians.

RELATED D.O.T. OCCUPATIONAL TITLES:

The DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) code for this occupation is 076.224-010 Physical Therapy Assistant.

OTHER INFORMATION

Hours: Most work full-time, averaging 30 to 40 hours/week. Some work part-time, averaging 23 hours/week. There are few temporary/on call opportunities averaging 16 hours/week.

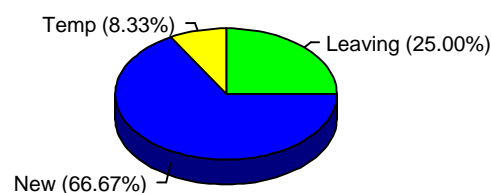
Vacancies/Promotion: Most vacancies result from creation of new positions. Some vacancies occur through employees leaving. Few are temporary hires. Most firms do not promote, but some firms promote, depending on educational achievement.

Recruitment: Almost all responding firms recruit through newspaper advertisements. Many recruit through employees' referrals. Some hire unsolicited applicants, recruit through public school or program referrals, and/or private school referrals. Few recruit through other methods.

Unionization: This occupation is not unionized.

Gender: Most employees in this occupation are women; some are men.

Source of Filled Vacancies Physical Therapy Assistants



**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #451**

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS

DEFINITION

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Individuals whose primary duty is operating special office machines are not included. (OES 553380)

Alternate titles reported by employers include: *Assistant Controller, Paraprofessional, Accounts Payable Clerk, Accounts Receivable Clerk, Purchasing Clerk, Account Technician.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

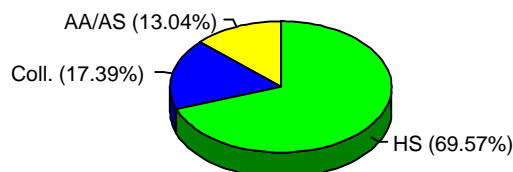
Most recent hires are high school graduates or equivalent; few have some college but no degree (Coll.) or have an Associate degree.

Experience and Qualifications : Most employers surveyed always or usually require related work experience. Employers requiring experience report a range of 12-60 months. Almost all at least sometimes accept training in lieu of experience. Of those firms reporting a need for computer software skills, almost all seek spreadsheet skills; most seek word processing skills; many seek database skills; some seek other computer skills, including specialized accounting/bookkeeping software. All responding employers prefer fluency in English; few also prefer fluency in Spanish.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT** : **Technical** - Business math skills; **Abilities**: maintain financial records, operate a numeric 10-key pad by touch, operate a 10-key adding machine by touch, follow accounts receivable procedures, use a calculator, follow accounts payable procedures, follow billing procedures, follow specialized bookkeeping procedures; **Skills**: financial statement preparation, bookkeeping, accounting skills; Completion of bookkeeping courses.

Education of Recent Hires

Bookkeeping, Accounting Clerks



Physical - Ability to sit continuously for 2 or more hours.

Personal or Other - Ability to work independently.

Rated as **VERY IMPORTANT** : **Abilities**: reconcile bank statements, read financial statements; **Skills**: cost accounting, accrual accounting, government accounting; Knowledge of accounting and auditing terms; Understanding of basic depreciation methods.

Training: Some firms require prior related training. Training is available locally at community colleges, Monterey Peninsula Adult School, private training institutions (Center for Employment Training, Central Coast College, Heald College, Shoreline Occupational Services), and Mission Trails Regional Occupational Program.

SIZE OF OCCUPATION

Very Large (2,000-2,030)

EMPLOYMENT TRENDS

Slower than average growth (1.5%)

Most employers surveyed report that occupational employment remained stable during the last year but a few report growth. Almost all employers predict that employment will remain stable over the next three years and a few predict growth.

SUPPLY/DEMAND ASSESSMENT

Employers report finding experienced and inexperienced workers who meet their requirements somewhat difficult.

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS (Continued)

WAGES AND FRINGE BENEFITS (Summer 1998)

Union

New Hires, No Experience: \$8.94 to \$11.08/hr Median: \$10.12/hr
 New Hires, Experienced: \$10.12 to \$13.14/hr Median: \$11.09/hr
 Experienced, 3 Yrs w/Firm: \$11.09 to \$14.15/hr Median: \$12.04/hr

Nonunion

New Hires, No Experience: \$8.00 to \$11.61/hr Median: \$9.59/hr
 New Hires, Experienced: \$8.06 to \$19.18/hr Median: \$12.00/hr
 Experienced, 3 Yrs w/Firm: \$10.00 to \$19.18/hr Median: \$14.82/hr

Full-time: All firms surveyed provide medical insurance to full-time workers. Almost all provide paid vacations, dental insurance, paid sick leave. Most provide vision insurance, life insurance, and retirement plans. **Part-time:** Few firms provide paid vacations, paid sick leave, medical insurance, dental insurance, vision insurance, retirement plans, and life insurance to part-time workers.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: accounting and bookkeeping firms; electrical, plumbing, and general contractors; elementary and secondary schools; hotels and resorts; insurance firms; offices of attorneys; government; restaurants; grocery stores.

OTHER INFORMATION

Hours : Almost all work full-time, averaging 40 hours/week. There are few part-time opportunities averaging 18 hours/week and few temporary/on call opportunities averaging 25 hours/week.

Vacancies/Promotion : Many vacancies occur through employees leaving; some are due to promotions; few result from new positions or temporary hires. Many firms (52%) do not promote, but 48% do promote to a higher level in accounting, depending on qualifications.

Recruitment : Most responding firms recruit through newspaper advertisements and employees' referrals. Many recruit through in-house promotion or transfer. Some recruit through private employment agencies, the Employment Development Dept., and/or hire unsolicited applicants. Few recruit through public school or program referrals, private school referrals, union hall referrals, and/or other methods.

Unionization : Many employees in this occupation are union members.

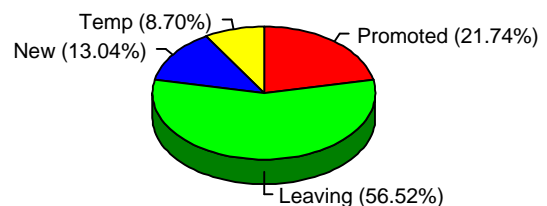
Gender : Almost all employees in this occupation are women; few are men.

RELATED D.O.T. OCCUPATIONAL TITLES:

210.362-010 Distribution-Accounting Clerk;
 210.367-010 Account-Information Clerk;
 210.382-010 Audit Clerk;
 210.384-014 Bookkeeper;
 210.382.046 General Ledger Bookkeeper;
 210.382-050 Mortgage-Loan-Computation Clerk;
 216.362-014 Collection Clerk;
 216.362-026 Mortgage Accounting Clerk;
 216.382-022 Budget Clerk;
 216.482-010 Accounting Clerk;
 219.487-010 Tax Clerk.

Source of Filled Vacancies

Bookkeeping, Accounting Clerks



**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #26**

PERSONNEL CLERKS - EXCEPT PAYROLL AND TIMEKEEPING

DEFINITION

Personnel Clerks, Except Payroll and Timekeeping, compile and keep personnel records. They record data for each employee, such as address, weekly earnings, absences, amount of sales or production, supervisory reports on ability, and on the date of and reason for termination. They also compile and type reports from employment records, file employment records, and search employee files and furnish information to authorized persons. Workers whose primary responsibilities are to compute and post payroll or timekeeping records are not included.
(OES 553140)

Alternate titles reported by employers include:
Human Resources Assistant, Personnel Coordinator, Employment Assistant, Human Resources Specialist, Office Technician, Personnel Technician, Benefit Specialist, Principal Clerk, Management Services Technician.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Many recent hires (40%) have some college but no degree (Coll.) and 40% have a Bachelor's degree; few are high school graduates or equivalent or have an Associate degree.

Experience and Qualifications : Most employers surveyed always or usually require related work experience. Employers requiring experience report a range of 6-36 months. Most at least sometimes accept training in lieu of experience. All firms reporting a need for computer software skills seek proficiency in word processing. Almost all seek spreadsheet skills; most seek database skills; and some seek desktop publishing skills. Almost all responding employers prefer fluency in English; some prefer fluency in Spanish.

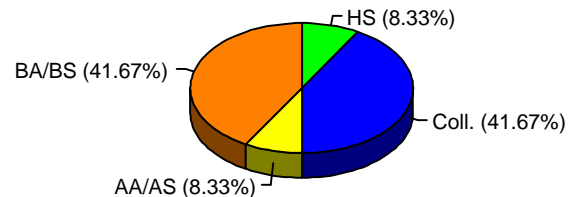
Responding employers rate the following job entry **qualifications** as **MOST IMPORTANT** :

Technical - Abilities: use good business English, operate office machines, perform detailed clerical work, type at least 45 wpm; General clerical skills; Record keeping skills; Telephone answering skills; Knowledge of EEO and affirmative action programs and guidelines; Personnel interviewing skills.

Physical - Ability to sit continuously for 2 or more hours.

Education of Recent Hires

Personnel Clerks - except Payroll



Personal or Other - Ability to work independently; Public contact skills.

Basic - Abilities: read and follow written and oral instructions, write legibly; Oral communication skills.

Rated as **VERY IMPORTANT** : Interviewing skills; **Knowledge of** personnel classification procedures, employer services; Understanding of employee benefit programs; Willingness to work with close supervision.

New Skills: Of those firms indicating new skills (45%), many indicate an increasing need for computer skills.

Training: Few firms require prior training. Training is available locally at Hartnell College, King City Adult School, private training institutions (Center for Employment Training, Central Coast College, Heald College), and Mission Trails Regional Occupational Program.

SIZE OF OCCUPATION

Small (130-130)

EMPLOYMENT TRENDS

Remain stable.

Most employers surveyed report that occupational employment remained stable during the last year and some report growth. Most employers predict that employment will remain stable over the next three years and some predict growth.

SUPPLY/DEMAND ASSESSMENT

Employers report finding experienced and inexperienced workers who meet their requirements a little difficult.

PERSONNEL CLERKS - EXCEPT PAYROLL AND TIMEKEEPING (Continued)

WAGES AND FRINGE BENEFITS (Summer 1998)

Nonunion

New Hires, No Experience:	\$6.00 to \$13.19/hr	Median: \$10.75/hr
New Hires, Experienced:	\$8.00 to \$15.58/hr	Median: \$12.03/hr
Experienced, 3 Yrs w/Firm:	\$10.00 to \$17.98/hr	Median: \$14.19/hr

Union

New Hires, No Experience:	\$9.53 to \$12.82/hr	Median: \$11.51/hr
New Hires, Experienced:	\$10.13 to \$14.86/hr	Median: \$11.39/hr
Experienced, 3 Yrs w/Firm:	\$12.30 to \$15.54/hr	Median: \$13.69/hr

Full-time: All firms surveyed provide medical insurance and paid vacations to full-time workers. Almost all provide paid sick leave, retirement plans, dental insurance, and life insurance. Most provide vision insurance; few provide child care. **Part-time:** Few firms provide medical insurance, dental insurance, vision insurance, paid vacations, paid sick leave, and retirement plans to part-time workers.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: food processing firms; hotels and resorts; publishing firms; retail firms; temporary employment agencies; transportation and utility services; units of local, state, and federal government; general hospitals.

OTHER INFORMATION

Hours: Almost all work full-time, averaging 41 hours/week. There are few temporary/on call opportunities averaging 40 hours/week and few part-time opportunities averaging 32 hours/week.

Vacancies/Promotion: Many vacancies occur through promotion; some are due to the creation of new positions; few result from employees leaving or temporary hires. Almost all firms promote to higher levels of supervision or management; few do not.

Recruitment: Almost all responding firms recruit through newspaper advertisements. Most recruit through in-house promotion or transfer and the Employment Development Dept. Many recruit through employees' referrals and/or hire unsolicited applicants. Some recruit through public school or program referrals, private school referrals, and private employment agencies. Few recruit through union hall referrals and/or other methods.

Unionization: Some employees in this occupation are union members.

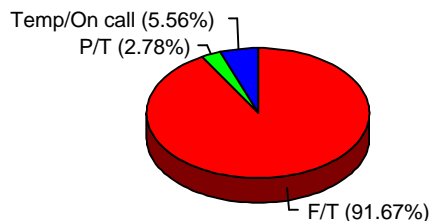
Gender: Almost all employees in this occupation are women; few are men.

RELATED D.O.T. OCCUPATIONAL TITLES:

205.362-010 Civil-Service Clerk;
205.362-014 Employment Clerk;
205.367-062 Referral Clerk, Temporary Help Agency;
205.567-010 Benefits Clerk II;
209.362-026 Personnel Clerk.

Employment Status

Personnel Clerks - except Payroll



**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #295 (related)**

RECEPTIONISTS AND INFORMATION CLERKS

DEFINITION

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Receptionists who primarily operate switchboards are not included. (OES 553050)

Alternate titles reported by employers include: *Receptionist/Secretary, Clerical Assistant III, Office Assistant, Customer Service Clerk, Support Staff, Telephone Receptionist/Scheduler, Patient Service, Administrative Assistant.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Almost all recent hires are high school graduates or equivalent; few have some college but no degree (Coll.) or have less than a high school diploma (<HS).

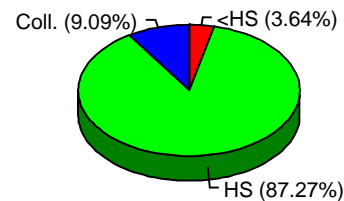
Experience and Qualifications : Most employers surveyed always or usually require related work experience. Employers requiring experience report a range of 1-60 months. Almost all at least sometimes accept training in lieu of experience. Of those firms reporting a need for computer software skills, most seek proficiency in spreadsheet applications. Many seek word processing skills; some seek database skills; and few seek desktop publishing skills. Almost all responding employers prefer fluency in English and in Spanish.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT** : **Personal or Other** - **Abilities**: exercise patience; convey a courteous, diplomatic manner on the telephone; deal tactfully with customers; interact well with others; work independently; **Skills**: public contact, customer service, listening, good grooming; Flexibility.

Basic - **Abilities**: write legibly, read and follow written and oral instructions; **Skills**: Oral communication, basic math.

Education of Recent Hires

Receptionists and Information Clerks



Rated as **VERY IMPORTANT** : **Abilities**: operate a multi-line command phone center, operate a telephone switchboard, operate office machines, use a calculator, sit continuously for 2 or more hours; **Skills**: Telephone answering, keyboard, general clerical skills.

New Skills: Of those firms indicating new skills (67%), many indicate an increasing need for computer skills.

Training: Few firms require prior training. Training is available locally at community colleges, public adult schools, private training institutions (Center for Employment Training, Central Coast College, Heald College, Shoreline Occupational Services), and Mission Trails Regional Occupational Program.

SIZE OF OCCUPATION

Very Large (1,030-1,200)

EMPLOYMENT TRENDS

Average growth (16.5%)

Many employers surveyed report that occupational employment remained stable during the last year and some report growth. Many (53%) predict that employment will remain stable over the next three years, but 47% predict growth.

SUPPLY/DEMAND ASSESSMENT

Employers report finding experienced workers who meet their requirements somewhat difficult and finding inexperienced workers a little difficult.

RECEPTIONISTS AND INFORMATION CLERKS (Continued)

WAGES AND FRINGE BENEFITS (Summer 1998)

New Hires, No Experience: \$5.75 to \$11.97/hr Median: \$7.13/hr

New Hires, Experienced: \$5.75 to \$12.47/hr Median: \$9.00/hr

Experienced, 3 Yrs w/Firm: \$6.22 to \$14.18/hr Median: \$10.00/hr

Full-time: Of the firms surveyed which offer fringe benefits (87%), all provide paid vacations to full-time workers. Almost all provide medical insurance and paid sick leave. Most provide life insurance, retirement plans, and dental insurance. Some provide vision insurance. **Part-time:** Few firms provide paid vacations, paid sick leave, medical insurance, dental insurance, and retirement plans to part-time workers..

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: colleges and universities; offices of attorneys; offices of dentists; offices of physicians; individual and family services; beauty shops; credit firms.

OTHER INFORMATION

Hours : Most work full-time, averaging 40 hours/week. There are some seasonal opportunities averaging 18 hours/week, few part-time opportunities averaging 17 hours/week, and few temporary/on call opportunities averaging 4 hours/week.

Vacancies/Promotion : Many vacancies are filled as temporary hires. Some occur through employees leaving. Few result from creation of new positions or from promotions. Almost all firms promote to higher positions, as defined by the industry. Few do not promote.

Recruitment : Almost all responding firms recruit through newspaper advertisements. Most recruit through in-house promotion or transfer. Many hire unsolicited applicants and/or recruit through the Employment Development Dept., employees' referrals, and/or public school or program referrals. Some recruit through private employment agencies and/or private school referrals.

Unionization : Unionization is negligible (less than 10%).

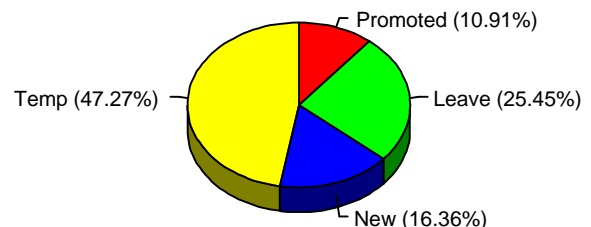
Gender : Almost all employees in this occupation are women; few are men.

RELATED D.O.T. OCCUPATIONAL TITLES:

237.267-010 Information Clerk, Automobile Club;
237.367-010 Appointment Clerk;
237.367-018 and 237.367-022 Information Clerk;
237.367-038 Receptionist;
237.367-042 Referral and Information Aide;
237.367-046 Telephone Quotation Clerk;
238.367-034 Scheduler;
237.367-050 Tourist-Information Assistant;
249.262-010 Policyholder-Information Clerk.

Source of Filled Vacancies

Receptionists and Information Clerks



**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #21**

DATA PROCESSING EQUIPMENT REPAIRERS

DEFINITION

Data Processing Equipment Repairers repair, maintain, and install electronic computers (mainframes, minis, and micros), peripheral equipment, and word processing systems. Non-Data Processing Equipment Repairers are not included. (OES 857050)

Alternate titles reported by employers include:
Computer Technician, Service Technician, Customer Support, Technical Services Manager.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Most recent hires have some college but no degree (Coll.); few are high school graduates or equivalent or have an Associate degree.

Experience and Qualifications : Most employers surveyed always or usually require related work experience. Employers requiring experience report a range of 6-36 months. All at least sometimes accept training in lieu of experience. Of those firms reporting a need for computer software skills, most seek proficiency in database and word processing applications. Many seek spreadsheet and desktop publishing skills, and/or other computer program knowledge. Almost all responding employers prefer fluency in English; some prefer fluency in Spanish.

Responding employers rate the following job entry **qualifications** as **MOST IMPORTANT** :

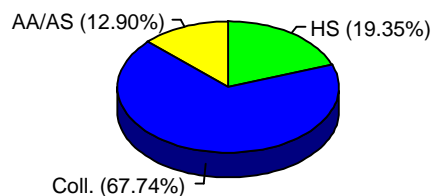
Technical - Abilities: set-up and maintain multi-user systems, perform precision work, use hand tools, repair personal computers, operate electronics testing equipment, use diagnostics programs; Understanding of local area networks (LAN); **Knowledge of** microcomputer hardware and operating systems, electronic technology, mainframe hardware and operating systems.

Personal or Other - Abilities: pay attention to detail, work independently, work under pressure, set work priorities.

Basic - Ability to read and follow written and oral instructions; Basic math skills.

Education of Recent Hires

Data Processing Equipment Repairers



Rated as **VERY IMPORTANT** : **Abilities:**

demonstrate knowledge of specific products, operate electronic/computerized scanning equipment; Understanding of wide area networks (WAN);

Possess: mechanical aptitude, a reliable vehicle; Willingness to work irregular hours.

New Skills: Of those firms indicating new skills (50%), most indicate an increasing need for internet and/or network skills.

Training: Some firms require 6-24 months of prior training or certification. Training is available locally at Hartnell College, Salinas Adult School, and Mission Trails Regional Occupational Program.

SIZE OF OCCUPATION

Small (30-40)

EMPLOYMENT TRENDS

Much faster than average growth (33.3%)

Many employers surveyed (50%) report growth and 43% report that occupational employment remained stable during the last year. Most employers predict growth over the next three years; some predict that employment will remain stable.

SUPPLY/DEMAND ASSESSMENT

Employers report finding experienced and inexperienced workers who meet their requirements somewhat difficult.

DATA PROCESSING EQUIPMENT REPAIRERS (Continued)

WAGES AND FRINGE BENEFITS (Summer 1998)

New Hires, No Experience: \$5.75 to \$16.30/hr Median: \$10.00/hr

New Hires, Experienced: \$7.00 to \$17.26/hr Median: \$14.38/hr

Experienced, 3 Yrs w/Firm: \$14.38 to \$25.00/hr Median: \$17.00/hr

Of the firms surveyed which offer fringe benefits (86%), almost all provide medical insurance and paid vacations to full-time workers. Most provide paid sick leave, dental insurance. Many provide life insurance and retirement plans. Some provide vision insurance.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: computer service and repair firms; computer software and systems design firms; computer supply firms.

RELATED D.O.T. OCCUPATIONAL TITLES:

828.261-022 Electronics Mechanic;
828.261-026 Electronics-Mechanic Apprentice.

OTHER INFORMATION

Hours : Almost all work full-time, averaging 40 hours/week. There are few part-time opportunities averaging 17 hours/week and few temporary/on call opportunities averaging 5 hours/week.

Vacancies/Promotion : Many vacancies occur through employees leaving. Some result from creation of new positions; few occur through promotions. Most firms promote to senior or management positions and some do not promote

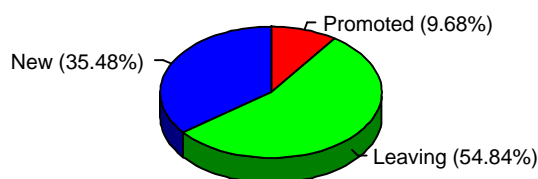
Recruitment : Almost all responding firms recruit through newspaper advertisements. Many recruit through employees' referrals, in-house promotion or transfer. Some hire unsolicited applicants, recruit through the Employment Development Dept., and/or private school or program referrals. Few recruit through private employment agencies, private school referrals, and/or other methods.

Unionization : This occupation is not unionized.

Gender : Almost all employees in this occupation are men; few are women.

Source of Filled Vacancies

Data Processing Equipment Repairers



**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #152**

FIREFIGHTERS

DEFINITION

Firefighters control and extinguish fires, protect life and property, and maintain equipment as paid volunteers or employees of city, township, State, or Federal government. **(OES 630080)**

Alternate titles reported by employers include:
Firefighter/Driver Operator, Apparatus Operator, Forestry Technician, Fire Fighter I.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Most recent hires have some college but no degree (Coll.); some are high school graduates or equivalent; few have an Associate degree.

Experience and Qualifications : Some employers surveyed usually or always require related work experience. Employers requiring experience report a range of 6-24 months. Almost all at least sometimes accept training in lieu of experience. All firms reporting a need for computer software skills seek proficiency in word processing and some seek spreadsheet skills. All responding employers prefer fluency in English; many prefer fluency in Spanish.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT** :

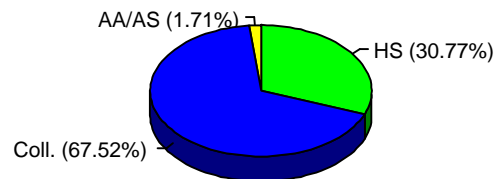
Physical - Abilities: pass a pre-employment medical examination; drag hoses; climb stairs and ladders; tolerate noise, dust, and fumes; tolerate heat and humidity; lift at least 100 lbs. repeatedly; work in cramped/confined spaces; tolerate temperature extremes; work outdoors in all weather conditions; Possession of agility and coordination.

Personal or Other - Abilities: work nights, weekends, and holidays; work as part of a team; work under pressure; handle crisis situations; assess emergency situations and set priorities quickly; do shift work; make decisions; Possession of a good DMV driving record.

Basic - Oral communication skills.

Education of Recent Hires

Firefighters



Rated as **VERY IMPORTANT** : Ability to fight forest fires; Fire fighting skills; Understanding of fire safety and prevention practices; **Possess:** a valid driver's license, a State Firefighter I certificate, a reliable vehicle.

New Skills: Of those firms indicating new skills (62%), most indicate an increasing need for skills related to emergency rescue.

Training: Most employers require prior training or certification in emergency response. Training is available locally at Hartnell College, Monterey Peninsula College, and Mission Trails Regional Occupational Program.

SIZE OF OCCUPATION

Large (460-550)

EMPLOYMENT TRENDS

Faster than average growth (19.6%)

Almost all employers surveyed report that occupational employment remained stable during the last year and few report growth. Most employers predict that employment will remain stable over the next three years and some predict growth.

SUPPLY/DEMAND ASSESSMENT

Employers report finding experienced and inexperienced workers who meet their requirements a little difficult.

FIREFIGHTERS (Continued)

WAGES AND FRINGE BENEFITS (Summer 1998)

Union

New Hires, No Experience: \$7.37 to \$16.19/hr Median: \$11.57/hr

New Hires, Experienced: \$8.04 to \$17.00/hr Median: \$12.33/hr

Experienced, 3 Yrs w/Firm: \$10.31 to \$20.15/hr Median: \$14.03/hr

Nonunion

New Hires, No Experience: \$5.75 to \$11.25/hr Median: \$7.00/hr

New Hires, Experienced: \$5.75 to \$11.25/hr Median: \$7.00/hr

Experienced, 3 Yrs w/Firm: \$6.00 to \$13.69/hr Median: \$7.50/hr

Full-time: Of the employers surveyed which offer fringe benefits (85%), almost all provide medical insurance, paid vacations, paid sick leave, retirement plans, and dental insurance to full-time workers. Most provide life insurance and vision insurance. **Part-time:** Some employers provide retirement plans to part-time workers. Few provide medical insurance, dental insurance, paid vacations, paid sick leave, vision insurance, and life insurance.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include units of local, state, and federal government.

Gender: Almost all employees in this occupation are men; few are women.

OTHER INFORMATION

Hours: Some work full-time, averaging 55 hours/week. There are some temporary/on call opportunities averaging 20 hours/week, some seasonal opportunities averaging 40 hours/week, and few part-time opportunities averaging 23 hours/week.

Vacancies/Promotion: Most vacancies are filled as temporary hires. Few occur through employees leaving, promotions, or creation of new positions. All employers surveyed promote to higher positions, primarily to fire/apparatus engineer, lieutenant, captain, or chief.

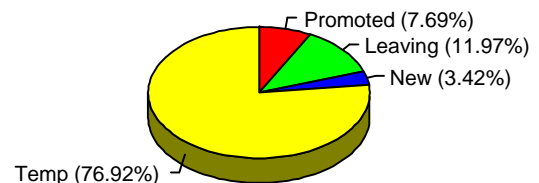
Recruitment: Many responding employers recruit through newspaper advertisements and/or in-house promotion or transfer. Some recruit through public school or program referrals, private school referrals, employees' referrals, the Employment Development Dept., and/or hire unsolicited applicants. Few recruit through other methods.

Unionization: Most employees in this occupation are union members.

RELATED D.O.T. OCCUPATIONAL TITLES:

373.363-010 Fire Chief's Aide;
373.364-010 Fire Fighter;
373663-010 Fire Fighter, Crash, Fire, and Rescue;
452.364-014 Smoke Jumper;
452.687-014 Forest Fire Fighter.

Source of Filled Vacancies Firefighters



**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #241**

JANITORS AND CLEANERS - EXCEPT MAIDS AND HOUSEKEEPING CLEANERS

DEFINITION

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Maids and Housekeepers are not included. (OES 670050)

Alternate titles reported by employers include: *Custodian, Houseperson, Public Area Attendant, Cleanup Crew/Janitor, Custodian-Window Washer, Custodial Technician.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Almost all recent hires are high school graduates or equivalent; few have less than a high school diploma (<HS).

Experience and Qualifications : Many employers surveyed sometimes require related work experience. Employers requiring experience report a range of 6-24 months. Almost all at least sometimes accept training in lieu of experience. Computer software skills are not currently sought. All responding employers prefer fluency in English; some also prefer fluency in Spanish.

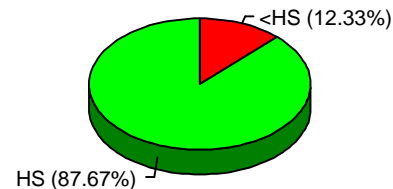
Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT** :

Technical - Abilities: operate floor polishing equipment; operate commercial vacuum cleaners; shampoo carpets; follow cleanup, decontamination, and disposal procedures; learn customers' needs;
Skills: window washing, swimming pool maintenance; Understanding of cleaning compounds and solutions.

Physical - Abilities: climb stairs and ladders; tolerate noise, dust, and fumes; Physical stamina.

Education of Recent Hires

Janitors and Cleaners



Personal or Other - Abilities: learn from on-the-job training; follow safe work practices; work as part of a team; perform routine, repetitive work; Willingness to work nights, weekends, and holidays.

Basic - Ability to read and follow written and oral instructions; Oral communication skills.

Rated as **VERY IMPORTANT** : Abilities: operate a steam cleaner; Knowledge of OSHA safety standards; Ability to operate power tools; Possession of a valid driver's license; Knowledge of specific production processes; Ability to work from ladders and scaffolds.

Training: Prior training is not required; however, training is available locally at the Center for Employment Training.

SIZE OF OCCUPATION

Very Large (1,500-1,660)

EMPLOYMENT TRENDS

Slower than average growth (10.7%)

Many employers surveyed (52%) report growth during the last year and 48% report that occupational employment remained stable. Many (57%) predict that employment will remain stable over the next three years, but 43% predict growth.

SUPPLY/DEMAND ASSESSMENT

Employers report finding experienced and inexperienced workers who meet their requirements a little difficult.

JANITORS AND CLEANERS - EXCEPT MAIDS AND HOUSEKEEPING CLEANERS

(Continued)

WAGES AND FRINGE BENEFITS (Summer 1998)

Union

New Hires, No Experience:	\$8.75 to \$10.52/hr	Median:	\$9.67/hr
New Hires, Experienced:	\$8.80 to \$11.80/hr	Median:	\$10.43/hr
Experienced, 3 Yrs w/Firm:	\$9.64 to \$13.41/hr	Median:	\$11.31/hr

Nonunion

New Hires, No Experience:	\$6.00 to \$8.00/hr	Median:	\$6.73/hr
New Hires, Experienced:	\$6.00 to \$8.00/hr	Median:	\$7.25/hr
Experienced, 3 Yrs w/Firm:	\$7.50 to \$10.00/hr	Median:	\$9.00/hr

Full-time: Of the firms surveyed which offer fringe benefits (90%), all provide medical insurance, dental insurance, paid vacations, and retirement plans to full-time workers. Almost all provide paid sick leave and vision insurance. Most provide life insurance. **Part-time:** Many firms provide paid vacations, paid sick leave, and retirement plans to part-time workers. Some provide medical insurance, dental insurance, and vision insurance. Few provide life insurance.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: colleges and universities; elementary and secondary schools; janitorial and cleaning services; hotels and resorts; religious organizations; restaurants.

OTHER INFORMATION

Hours : Almost all work full-time, averaging 40 hours/week. There are few temporary/on call opportunities averaging 32 hours/week and few part-time opportunities averaging 18 hours/week.

Vacancies/Promotion : Some vacancies occur through employees leaving, creation of new positions, or result from temporary hires; few result from promotions. Almost all firms promote to higher positions (lead workers and supervisors).

Recruitment : Almost all responding firms recruit through newspaper advertisements. Most recruit through employees' referrals. Many hire unsolicited applicants and/or recruit through in-house promotion or transfer. Some recruit through the Employment Development Dept. Few recruit through public school or program referrals, private employment agencies, private school referrals, and/or other methods.

Unionization : Most employees in this occupation are union members.

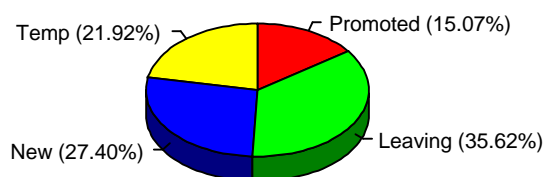
Gender : Almost all employees in this occupation are men; few are women.

RELATED D.O.T. OCCUPATIONAL TITLES:

Cleaner , 381.687-014 Commercial or Institutional, 381.687-018 Industrial, 381.687.026 Wall, 381.687-034 Floor, 389.664-010 Home Restoration Service, 389.687-014 Window; 382.664-010 **Janitor** ; 389.667-010 **Sexton** ; 389.683-010 **Sweeper-Cleaner, Industrial** ; 891.687-018 **Project-Crew Worker** .

Source of Filled Vacancies

Janitors and Cleaners



**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #88**

STOCK CLERKS - SALES FLOOR

DEFINITION

Sales Floor Stock Clerks receive, store, and issue merchandise on the sales floor, stock shelves, racks, cases, bins, and tables with merchandise, arrange displays of items to attract customers, and may periodically take physical count of stock or check and mark merchandise. (OES 490210)

Alternate titles reported by employers include: *Customer Service/Merchandising, Merchandising Assistant, Replenishment Service Associate, Associate, Team Member, Stocker/Flow Team, Sales Clerk, Retail Sales, Grocery Assistant, Stock Associate, Clerk.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Almost all recent hires are high school graduates or equivalent; few have a Bachelor's degree or some college but no degree (Coll.).

Experience and Qualifications : Most employers surveyed never require related work experience. Employers requiring experience report a need for 12 months' prior experience. Most always or usually accept training in lieu of experience. Of those firms reporting a need for computer software skills, most seek proficiency in word processing; some seek spreadsheet and database skills. All responding employers prefer fluency in English; some prefer fluency in Spanish.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT** :

Technical - Abilities: stock shelves, use the US and private parcel post service, learn customers' needs; Telephone answering skills.

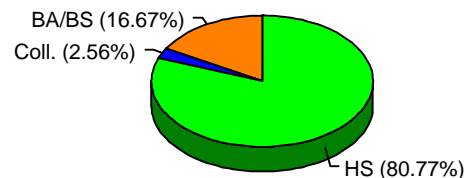
Physical - Abilities: stand continuously for 2 or more hours, lift at least 30 lbs. repeatedly.

Personal or Other - Abilities: deal tactfully with customers; learn from on-the-job training; follow safe work practices; convey a courteous, diplomatic manner on the telephone; Willingness to work evenings.

Basic - Ability to read and follow written and oral instructions; Basic math skills, Oral communication skills.

Education of Recent Hires

Stock Clerks - Sales Floor



Rated as **VERY IMPORTANT** : **Abilities:** make change, operate a cash register, follow check cashing procedures, apply inventory control methods, complete forms; **Skills:** record keeping, labeling, sales, cash handling, merchandise ordering; Knowledge of employer services.

New Skills: Of those firms indicating new skills (53%), many indicate an increasing need for computer skills.

Training: Prior training is not required; however, training is available locally at Shoreline Occupational Services and Mission Trails Regional Occupational Program.

SIZE OF OCCUPATION

Very Large (990-1,070)

EMPLOYMENT TRENDS

Slower than average growth (8.1%)

Many employers surveyed (47%) report that occupational employment remained stable during the last year and 47% report growth. Almost all employers predict growth over the next three years and some predict that employment will remain stable.

SUPPLY/DEMAND ASSESSMENT

Employers report finding experienced and inexperienced workers who meet their requirements.

STOCK CLERKS - SALES FLOOR (Continued)

WAGES AND FRINGE BENEFITS (Summer 1998)

New Hires, No Experience: \$5.75 to \$8.50/hr Median: \$6.00/hr

New Hires, Experienced: \$6.05 to \$12.00/hr Median: \$7.50/hr

Experienced, 3 Yrs w/Firm: \$7.00 to \$16.00/hr Median: \$10.00/hr

Full-time: Of the firms surveyed which offer fringe benefits (93%), all provide paid vacation to full-time workers. Almost all provide medical insurance, retirement plans, and paid sick leave. Most provide dental insurance, vision insurance, and life insurance. Few provide child care. **Part-time:** Some firms provide retirement plans, medical insurance and dental insurance to part-time workers. Few provide life insurance, paid vacations, paid sick leave, vision insurance, and child care.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: automotive supply stores; department stores; office supply stores; pharmacies; retail grocery stores; retail specialty stores.

Gender : Many employees in this occupation are men (55%) and many are women (45%).

RELATED D.O.T. OCCUPATIONAL TITLES:

299.367-014 Stock Clerk;

299.677-014 Sales Attendant, Building Materials.

OTHER INFORMATION

Hours : Most work part-time, averaging 27 hours/week. There are some full-time opportunities averaging 32 to 40 hours/week and few seasonal opportunities averaging 6 hours/week.

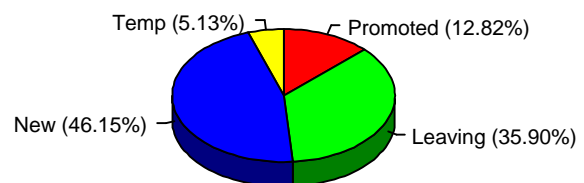
Vacancies/Promotion : Many vacancies occur through the creation of new positions; some result from employees leaving; few are due to promotions or temporary hires. Almost all firms promote to higher positions when available, primarily in management.

Recruitment : Most responding firms hire unsolicited applicants and/or recruit through newspaper advertisements. Many recruit through employees' referrals and/or in-house promotion or transfer. Some recruit through the Employment Development Dept. Some recruit through public school or program referrals and/or private school referrals. Few recruit through the Employment Development Dept.

Unionization : Unionization is negligible (less than 10%).

Source of Filled Vacancies

Stock Clerks - Sales Floor



**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #74 (related)**

COMBINED FOOD PREPARATION AND SERVICE WORKERS

DEFINITION

Combined Food Preparation and Service Workers do both food preparation and food service. Workers who spend more than 80 percent of their time in only one of these two areas are not included.

(OES 650410)

Alternate titles reported by employers include: *Crew Person, Crew Member, Deli Help, Counter Help, Sandwich Maker, Food Handler, Deli/Bakery Clerk, Food Court Employee.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Many workers have less than a high school diploma, and many are high school graduates or equivalent.

Experience and Qualifications : Many employers do not require related work experience; although many firms at least sometimes require 1 to 6 months of work experience. All firms are at least sometimes willing to accept training in lieu of experience. Few firms seek employees with general familiarity in the use of computerized cash register equipment. All responding employers prefer fluency in English and many also prefer fluency in Spanish.

Responding employers rate the following job entry **qualifications** as **MOST IMPORTANT** :

Technical - Ability to make change; Ability to operate a cash register; Fry cooking skills; Short-order cooking skills; Food preparation skills.

Physical - Ability to work rapidly; Ability to lift 30 lbs. repeatedly; Ability to stand continuously for 2 or more hours.

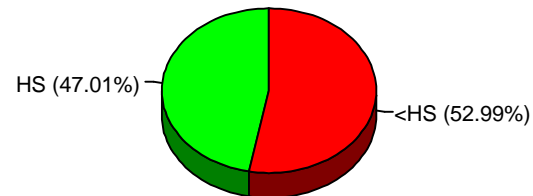
Personal or Other - Public contact skills; Willingness to work with close supervision.

Basic - Ability to follow oral instructions; Oral communication skills; Ability to read and follow instructions.

Rated as **VERY IMPORTANT** : Ability to work independently; Basic math skills; Ability to write legibly.

Education of Recent Hires

Combined Food Prep. & Service Workers



New Skills: Employers indicate an increasing need for computer skills as point of sales systems are installed.

Training : Some employers require 1 to 3 months of formal training, which is available at Mission Trails Regional Occupational Program and local community colleges.

SIZE OF OCCUPATION

Very large (1,110-1,300)

EMPLOYMENT TRENDS

Faster than average growth (17.1%)

Many firms reported growth in this occupation during the last year, and many reported that employment remained stable. Almost all employers predict that occupational employment will grow over the next three years due to business and population growth and an improving economy, but a few predict that employment will remain stable.

SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding fully experienced and qualified workers, but little difficulty in finding inexperienced workers.

COMBINED FOOD PREPARATION AND SERVICE WORKERS (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

New Hires, No Experience: \$5.00 to \$7.75/hr Median: \$5.00/hr

New Hires, Experienced: \$5.00 to \$10.00/hr Median: \$5.50/hr

Experienced, 3 Yrs w/Firm: \$5.50 to \$14.00/hr Median: \$7.00/hr

Full-time: Almost all firms provide paid vacations, medical insurance to full-time workers. Most provide dental insurance, life insurance, paid sick leave. Many provide vision insurance and some firms provide retirement plans. **Part-time:** Some firms provide paid vacations, paid sick leave, medical insurance, dental insurance, vision insurance, life insurance to part-time workers. Few provide a retirement plan.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: fast food restaurants, supermarkets, caterers, delicatessens.

OTHER INFORMATION

Hours: Most are part-time, averaging 19 hours/week. Some full-time positions, averaging 38 hours/week. Few seasonal opportunities, averaging 37 hours/week.

Vacancies: This a high turnover occupation. Most workers were hired in the last 12 months. Most were to fill vacancies from employees leaving. A few were hired because of promotions, or to fill new positions, or were temporary hires. Almost all firms promote from this occupation to crew leader or management positions; few do not promote.

Recruitment: Many firms recruit through current employees' referrals, hire unsolicited applicants, or recruit through newspaper advertisements, and/or other resources, e.g., job fairs. Some recruit through public school or program referrals, the Employment Development Department. Few recruit through in-house promotion or transfer, union halls, private employment agencies, and/or private school referrals.

Unionization: Unionization is negligible (less than 10%).

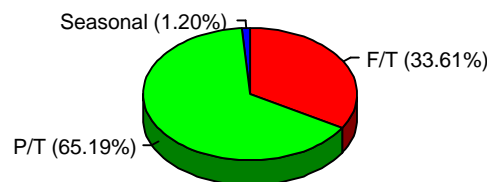
Gender: Many employees in this occupation are women and many are men.

RELATED D.O.T. OCCUPATIONAL TITLES

The DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) code for this occupation is

Employment Status

Combined Food Prep. & Service Workers



311.472-010 Fast-Foods Worker.

For Additional Information: CALIFORNIA OCCUPATIONAL GUIDES #42, #93, #331, #366, and #523

DINING ROOM AND CAFETERIA ATTENDANTS AND BARTENDER HELPERS

DEFINITION

Dining Room and Cafeteria Attendants, and Bartender Helpers perform any combination of duties to facilitate food service. They carry dirty dishes from the dining room to the kitchen, replace soiled table linens and set tables with silverware and glassware, and replenish supply of clean linens, silverware, glassware, and dishes. They supply services bar with food, such as soups, salads, and desserts, and serve ice water and butter to patrons. They may also serve coffee to patrons and wash tables. (OES 650140)

Alternate titles reported by employers include: *Busperson, Busser, Food Service Assistant, Runner, Steward, Banquet Set-Up, Food Service Aide.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Many recent hires are high school graduates or equivalent, and many have college but no degree. Few have not completed high school.

Experience and Qualifications : Almost all firms at least sometimes require 3 to 12 months of related work experience, but will sometimes accept training in lieu of experience. Few never require experience and few will not accept training as a substitute. Few firms currently seek workers with computer skills, but computerized menu/order taking is reported as an emerging skill for this occupation. All responding employers prefer fluency in English, and some also prefer fluency in Spanish.

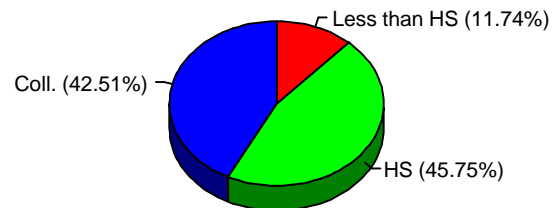
Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT** :

Physical - Ability to stand continuously for two or more hours.

Personal or Other - Public contact skills; Ability to work independently; Willingness to work with close supervision.

Basic - Ability to follow oral instructions; Oral communication skills; Ability to read and follow instructions; Basic math skills.

Education of Recent Hires Dining Room Attendants



Other qualifications listed by employers include: High standards of personal cleanliness; Knowledge of sanitary work environment; Ability to work rapidly under pressure; Ability to handle multiple food orders in a timely fashion; Ability to fill coffee and tea dispensers.

Training : A few employers require 1 to 6 months of formal training. Training is available at Mission Trails Regional Occupational Program.

SIZE OF OCCUPATION

Very large (800-970)

EMPLOYMENT TRENDS

Faster than average growth (21.3%)

Many firms report that occupational employment remained stable during the last year, and many report growth due to expansion of facilities and increased business. Most firms predict that employment will remain stable over the next three years, and some predict growth.

SUPPLY/DEMAND ASSESSMENT

Employers report little difficulty in finding fully experienced and qualified workers, and also little difficulty in finding inexperienced workers who meet their requirements.

DINING ROOM AND CAFETERIA ATTENDANTS AND BARTENDER HELPERS

(Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

Tips are included.

Union

New Hires, No Experience:	\$5.00 to \$10.28/hr	Median:	\$7.65/hr
New Hires, Experienced:	\$5.00 to \$10.28/hr	Median:	\$7.82/hr
Experienced, 3 Yrs w/Firm:	\$5.00 to \$11.00/hr	Median:	\$8.66/hr

Nonunion

New Hires, No Experience:	\$5.00 to \$16.00/hr	Median:	\$7.25/hr
New Hires, Experienced:	\$5.00 to \$16.00/hr	Median:	\$7.25/hr
Experienced, 3 Yrs w/Firm:	\$5.00 to \$16.00/hr	Median:	\$9.36/hr

Full-time: All employers provide medical insurance, dental insurance to full-time workers. Almost all provide paid vacations. Most provide vision insurance, life insurance, retirement plans, paid sick leave. **Part-time:** Some firms provide medical insurance, dental insurance, vision insurance, paid vacations, paid sick leave to part-time workers. Few provide retirement plans.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: public school districts, hotels, restaurants.

OTHER INFORMATION

Hours : Most work full-time, averaging 29 to 39 hours/week. Some part-time opportunities, averaging 20 hours/week. Few temporary/on call opportunities, averaging 15 hours/week.

Vacancies : Many vacancies result from employees leaving; few occur because of promotion, new positions, temporary hires. Almost all firms promote from this occupation to positions such as host/hostess, server, lead, etc. Few do not promote.

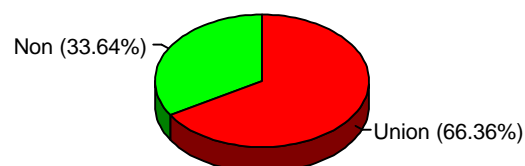
Recruitment : Almost all firms recruit through current employees' referrals. Most recruit through newspaper advertisements and/or hire unsolicited applicants. Some recruit through the Employment Development Department; few through in-house promotion or transfer, public school or program referrals.

Unionization : Most employees in this occupation are union members, but some are nonunion.

Gender : Many employees in this occupation are men and many are women.

Union Membership

Dining Room Attendants



RELATED D.O.T. OCCUPATIONAL TITLES

Related DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 311.677-010 Cafeteria Attendant, 311.677-018 Dining Room Attendant, 312.687-010 Bartender Helper, 319.687-010 Counter-Supply Worker.

For Additional Information: CALIFORNIA OCCUPATIONAL GUIDES #42 and #523

FOOD PREPARATION WORKERS

DEFINITION

Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen. (OES 650380)

Alternate titles reported by employers include: *Prep Cook, Prep Chef, Pantry Chef, Cook Helper, Deli Cook, Station Attendant.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Most recent hires are high school graduates or equivalent. Some have not completed high school.

Experience and Qualifications : Almost all firms at least sometimes require 4 to 24 months of related work experience, but are willing to accept training in lieu of experience. Some never require prior experience. Firms do not currently seek workers with computer skills. Almost all responding employers prefer fluency in English and some also prefer fluency in Spanish.

Responding employers rate the following job entry **qualifications** as **MOST IMPORTANT** :

Technical - Knowledge of sanitary work environment; Ability to handle multiple food orders in a timely fashion.

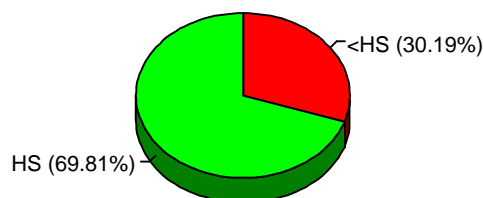
Physical - Ability to stand continuously for 2 or more hours; Ability to work rapidly; Ability to lift at least 30 lbs. repeatedly.

Personal or Other - Ability to work under pressure; High standards of personal cleanliness; Ability to work independently; Willingness to work with close supervision; Public contact skills.

Basic - Ability to follow oral instructions; Ability to read and follow instructions; Oral communication skills.

Education of Recent Hires

Food Preparation Workers



Rated as **VERY IMPORTANT** : Sandwich making skills; Salad making skills; Food handler certification; Basic math skills; Ability to write legibly; Ability to operate a cash register.

Other qualifications listed by employers include honesty and teamwork orientation.

New Skills: Employers report an increasing need for customer service skills, knowledge of food safety issues, and better math and reading skills.

Training : Training is available at Mission Trails Regional Occupational Program.

SIZE OF OCCUPATION

Very large (2,090-2,670)

EMPLOYMENT TRENDS

Much faster than average growth (27.8%)

Most firms report that occupational employment remained stable during the last year and some report growth. Most predict that employment will remain stable over the next three years and many predict growth because of increased business activity.

SUPPLY/DEMAND ASSESSMENT

Employers report a little difficulty in finding fully experienced and qualified workers, and some difficulty in finding inexperienced workers who meet their requirements.

FOOD PREPARATION WORKERS (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

Tips are exceptional for this occupation and are not included.

New Hires, No Experience: \$5.00 to \$9.25/hr Median: \$6.00/hr

New Hires, Experienced: \$5.00 to \$10.00/hr Median: \$7.50/hr

Experienced, 3 Yrs w/Firm: \$6.50 to \$14.00/hr Median: \$8.00/hr

All firms surveyed provide medical insurance to full-time workers; most provide dental insurance, life insurance, paid vacations, retirement plans. Many provide vision insurance, paid sick leave.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: restaurants, catering firms, hotels.

OTHER INFORMATION

Hours : Most work full-time, averaging 32 to 38 hours/week. Few part-time opportunities, averaging 24 hours/week; few temporary/on call, averaging 19 hours/week and few seasonal, averaging 30 hours/week.

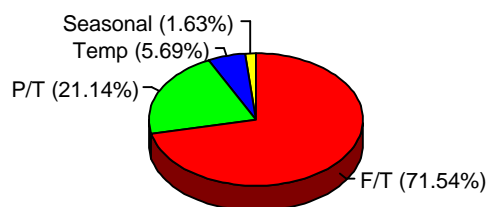
Vacancies : Most vacancies result from employees leaving; few are because of promotions, new positions, or temporary appointments. Most firms promote to cooks and management from this occupation, but some do not.

Recruitment : Most firms recruit through newspaper advertisements, current employees' referrals. Many recruit through in-house promotion or transfer. Few recruit through the Employment Development Department and/or hire unsolicited applicants.

Unionization : Unionization is negligible; less than 10 % of reported workers are union members.

Gender : Most employees in this occupation are men, but some are women.

Employment Status Food Preparation Workers



RELATED D.O.T. OCCUPATIONAL TITLES

Related DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 311.674-014 Raw Shellfish Preparer; 313.684-010 Baker Helper; 313.687-010 Cook Helper, Pastry; 316.661-010 Carver; 316.684-010 Butcher, Chicken and Fish; 316.684-014 Deli Cutter-Slicer; 317.384-010 Salad Maker; 317.664-014 Sandwich Maker; 317.684-010 Coffee Maker; 317.684-014 Pantry Goods Maker; 317.687-010 Cook Helper; 318.687-010 Kitchen Helper; 318.687-014 Scullion; 318.687-018 Silver Wrapper; 319.484-010 Food Assembler, Kitchen.

For Additional Information: CALIFORNIA OCCUPATIONAL GUIDES #42, #93, #331, #366, and #523

CARDIOLOGY TECHNOLOGISTS

DEFINITION

Cardiology Technologists conduct tests of pulmonary and/or cardiovascular systems of patients to diagnose pulmonary and/or cardiovascular disorders. They may conduct or assist in electrocardiogram, cardiac catheterization, pulmonary-function, lung capacity and similar tests.

(OES 329250)

Alternate titles reported by employers include:

Cardiology Technician, EKG Technologist, Cardiopulmonary Technician, Echo Tech - Cardiology, Cardiac Ultrasound Technician, Cardiovascular Technologist.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Almost all recent hires have attended college, but have no degree.

Experience and Qualifications : Many employers usually require 6 to 48 months of related work experience, but all at least sometimes accept training in lieu of experience. Most firms seek workers in this occupation with computer word processing skills and some with database skills. All responding employers prefer fluency in English and most prefer fluency in Spanish.

Responding employers rate the following job entry **qualifications** as **MOST IMPORTANT** :

Technical - Knowledge of anatomy; Data entry skills; General clerical skills; Ability to follow emergency procedures; Ability to assemble and use medical equipment; Ability to perform CPR; Ability to administer an electro-cardiograph (EKG) test; Ability to administer treadmill testing; Ability to detect complications in patients; Ability to write effectively.

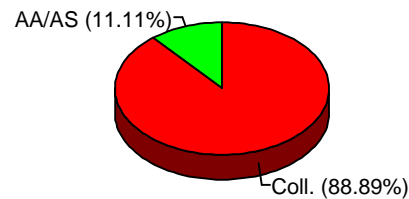
Physical - Good vision; Good physical condition; Ability to stand continuously for 2 or more hours.

Personal or Other - Ability to relate to patients; Ability to work independently; Willingness to work with close supervision; Willingness to work evenings.

Basic - Ability to read and follow instructions; Ability to write legibly; Oral communication skills; Basic math skills.

Education of Recent Hires

Cardiology Technologists



Rated as **VERY IMPORTANT** : Ability to transcribe medical records and reports.

New Skills: Some employers project a growing need for more computer skills, strong patient assessment, and protocol therapy. **Obsolete**: Becoming obsolete are manual EKG systems, routine med neb therapy, and incentive spirometry.

Training : Some employers require 12 to 48 months of training for this occupation.

SIZE OF OCCUPATION

Small (10-35)

EMPLOYMENT TRENDS

No significant change (0.0%)

Almost all employers surveyed report that occupational employment remained stable during the last year. Almost all predict that employment will remain stable over the next three years.

SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding fully qualified and experienced workers, but little difficulty in finding inexperienced workers.

CARDIOLOGY TECHNOLOGISTS

(Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

Union

New Hires, No Experience:	\$12.02 to \$13.14/hr	Median: \$12.58/hr
New Hires, Experienced:	\$13.79 to \$15.28/hr	Median: \$14.54/hr
Experienced, 3 Yrs w/Firm:	\$14.48 to \$17.00/hr	Median: \$15.74/hr

Nonunion

New Hires, No Experience:	\$11.25 to \$25.00/hr	Median: \$16.39/hr
New Hires, Experienced:	\$12.25 to \$25.00/hr	Median: \$16.39/hr
Experienced, 3 Yrs w/Firm:	\$13.50 to \$25.00/hr	Median: \$20.49/hr

Full-time: All responding employers provide medical insurance, paid sick leave, paid vacations, retirement plans to full-time workers. Almost all provide dental insurance, life insurance; many provide vision insurance. **Part-time:** Most employers provide medical insurance, dental insurance, life insurance, paid sick-leave, paid vacations, retirement plans to part-time workers; many provide vision insurance.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: general hospitals, offices of physicians.

OTHER INFORMATION

Hours : Many are temporary or on call, averaging 21 hours/week. Some work full-time, averaging 32 to 42 hours/week, and some work part-time, averaging 25 hours/week.

Vacancies : Some filled vacancies are temporary positions; some result from employees leaving, promotions, and new positions. Many firms promote from this occupation to positions such as Senior Cardiology Technologist and management. Many do not promote.

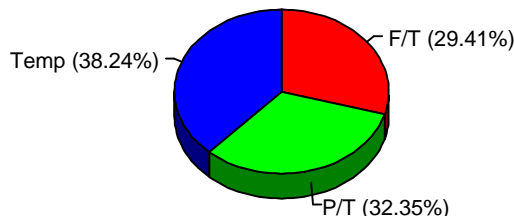
Recruitment : Almost all firms recruit through newspaper advertisements. Most recruit through current employees' referrals, and many through in-house promotion or transfer. Some recruit through professional publications and/or hire unsolicited applicants.

Unionization : Most workers in this occupation are union members and some are nonunion.

Gender : Most employees in this occupation are women, but some are men.

Employment Status

Cardiology Technologists



RELATED D.O.T. OCCUPATIONAL TITLES

Related DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 078.362-030 Cardiopulmonary Technologist; 078.362-050 Special Procedures Technologist, Cardiac Catheterization; 078.362-062 Stress Test Technician; 078.161-014 Cardiopulmonary Technologist, Chief.

For Additional Information: CALIFORNIA OCCUPATIONAL GUIDES #538 and #2002E

HOME HEALTH CARE WORKERS

DEFINITION

Home Health Care Workers care for elderly, convalescent, or handicapped persons in the homes of their patients. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications that are self-administered. Certified Home Health Aides, Certified Nurse Assistants caring for patients in their homes, and uncertified Home Health Care Workers are included. **(OES 660110)**

Alternate titles reported by employers include: *Companion, Certified Home Health Aide, Home Health Aide, Personal Care Attendant, Care Provider, Personal Assistant, Care Giver.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Almost all recent hires are high school graduates or equivalent; few have college but no degree.

License: Home Health Aides with (1) 65 hours of supervised clinical training, and (2) 55 hours of classroom training may obtain a Lifetime Certificate from the Department of Health Services, Nurse Assistant Certification Section, 1800 3rd St., Suite 210, Sacramento, CA 95814. No fee is required.

Experience and Qualifications: Almost all firms always or usually require 6 to 12 months of related work experience. Many at least sometimes accept training in lieu of experience, but many do not. Employers do not currently seek workers with computer skills. All responding firms prefer fluency in English. Most also prefer fluency in Spanish and a few prefer fluency in Filipino-Tagalog.

Responding employers rate the following job entry **qualifications** as **MOST IMPORTANT**:

Technical - Ability to apply transferring techniques moving patients; Ability to write effectively; Ability to prepare meals; Possession of an HHA Certificate; Possession of a Certified Nurse Assistant qualification; Certificated to perform CPR; Possession of a valid driver's license.

Physical - Ability to pass a pre-employment

medical examination.

Personal or Other - Ability to work independently; Possession of a reliable vehicle.

Basic - Ability to read and follow instructions; Ability to write legibly; Oral communication skills.

Other qualifications reported include: Honesty; Professionalism; Ability to read medicine bottles; Ability to get along with elderly people; Good and clean housekeeping skills; People-person, compassionate, patient; Flexibility; Ability to make decisions regarding patient care quickly.

Training: Most employers require state certification, many requiring 2 to 6 months of training. Training may be obtained at local adult schools, community colleges and Mission Trails Regional Occupational Program.

SIZE OF OCCUPATION

Medium (210-290)

EMPLOYMENT TRENDS

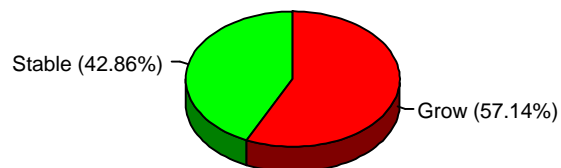
Much faster than average growth (38.1%)

Many firms report that occupational employment remained stable during the last year. Some report growth and some report decline. Most firms predict growth over the next three years because of an increasingly elderly population, and many predict that employment will remain stable.

SUPPLY/DEMAND ASSESSMENT

Employers report that it is a little difficult to find both fully experienced and qualified and inexperienced workers.

Projected Employment - Next 3 Years
Home Health Care Workers



HOME HEALTH CARE WORKERS (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

New Hires, No Experience: \$5.75 to \$11.00/hr Median: \$7.50/hr

New Hires, Experienced: \$5.75 to \$11.00/hr Median: \$8.00/hr

Experienced, 3 Yrs w/Firm: \$6.25 to \$15.00/hr Median: \$10.00/hr

Full-time: Almost all firms provide medical insurance and dental insurance to full-time workers. Most provide paid vacations, paid sick leave, retirement plans. Many provide life insurance; some provide vision insurance.

Part-time: Some firms provide medical insurance, dental insurance, paid sick leave, paid vacations, retirement plans, life insurance to part-time workers. Few provide vision insurance.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: home health services organizations, general hospitals, convalescent hospitals, senior care homes.

OTHER INFORMATION

Hours: Most are part-time, averaging 32 hours/week. Some full-time opportunities, averaging 40 hours/week, and few temporary/on call positions, averaging 20 hours/week.

Vacancies: Almost all vacancies result from the creation of new positions. Few hires are temporary and few result from employees' leaving. Many firms promote from this occupation to positions such as staff coordinator and medical secretary. Many do not promote.

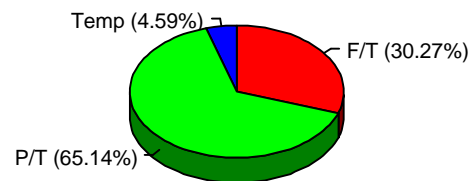
Recruitment: Almost all firms recruit through newspaper advertisements. Many recruit through current employees' referrals. Some hire unsolicited applicants and/or recruit through public school or program referrals, private school referrals, the Employment Development Department.

Unionization: This occupation is nonunion.

Gender: Almost all employees in this occupation are women; few are men.

Employment Status

Home Health Care Workers



RELATED D.O.T. OCCUPATIONAL TITLES

The DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) code for this occupation is 354.377-014 Home Attendant.

For Additional Information: CALIFORNIA OCCUPATIONAL GUIDES #442, #461, and #2002B

MASSAGE THERAPISTS

DEFINITION

Massage Therapists massage customers and administer other body conditioning treatments for hygienic or remedial purposes. They apply alcohol, lubricants, or other rubbing compounds. They massage the body, using such techniques as kneading, rubbing, and stroking the flesh. They administer steam or dry heat, ultraviolet or infrared, or water treatments. They may counsel clients in activities such as reducing or remedial exercises, and body conditioning or treatments.

(NON-OES 334374999)

Alternate titles reported by employers include:

Kinetic Therapist, Certified Massage Therapist, CMT, Masseur/Masseuse Personal Trainer.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Many recent hires are high school graduates or equivalent and many have attended college but have no degree. Some have an AA degree.

License: Almost all employers require certification through the American Massage Therapy Association (AMTA) or the American Board of Massage Practitioners (ABMP).

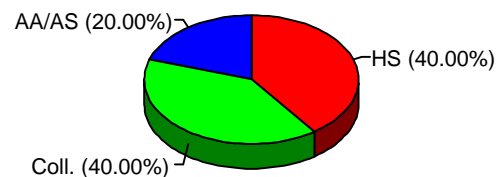
Experience and Qualifications: Most firms usually or always require 6 to 36 months of related work experience, but most will sometimes accept training in lieu of experience. Computer skills are not sought. All responding employers prefer fluency in English and some prefer fluency in Spanish. Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT**:

Technical - Ability to perform deep tissue massage; Ability to perform massage techniques in cases of injury; Understanding of common muscle and back ailments; Knowledge of kinesiology; Ability to work with sick people; Ability to apply massage techniques for sports injuries.

Physical - Ability to perform physically demanding work emphasizing the hands; Ability to stand for prolonged periods.

Personal or Other - Interpersonal skills; Ability to work independently.

Education of Recent Hires Massage Therapists



Basic - Oral communication skills; Ability to write legibly; Ability to read and follow instructions.

Rated as **VERY IMPORTANT**: Ability to perform acupressure massage; Ability to perform psychologically demanding work; Record keeping skills; Possession of local license; Ability to perform massage techniques for pregnant women; Ability to perform techniques for manual lymph drainage; Willingness to work with close supervision; Ability to tolerate heat and humidity.

Training: Some employers require 2 to 36 months of training. Training is available locally at private massage schools. The CMT course is 500 hours.

SIZE OF OCCUPATION

Data are not available.

EMPLOYMENT TRENDS

Data are not available.

Most responding employers report that occupational employment remained stable during the last year, and most predict growth over the next three years.

SUPPLY/DEMAND ASSESSMENT

Employers report a little difficulty in finding fully experienced and qualified workers, and that it is somewhat difficult to find inexperienced workers.

MASSAGE THERAPISTS (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

New Hires, No Experience: \$7.00 to \$45.00/hr Median: \$16.50/hr

New Hires, Experienced: \$7.00 to \$50.00/hr Median: \$20.25/hr

Experienced, 3 Yrs w/Firm: \$10.00 to \$65.00/hr Median: \$25.00/hr

Most firms do not provide fringe benefits for this occupation. Among the firms providing benefits to full-time workers, all provide medical insurance, and almost all provide paid sick leave, paid vacations. Most provide retirement plans; many provide dental insurance, life insurance.

MAJOR EMPLOYING INDUSTRIES

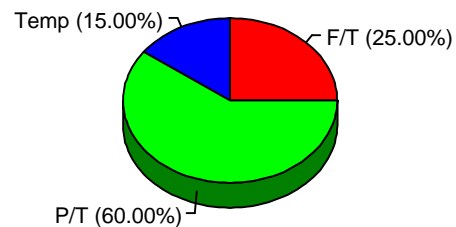
Major employing industries include: health and fitness centers, physical therapy and rehabilitation clinics, offices of physicians, offices of chiropractors.

OTHER INFORMATION

Hours : Most workers are part-time , averaging 17 hours/week. Some full-time opportunities, averaging 37 hours/week; few temporary/on call opportunities, averaging 8 hours/week.

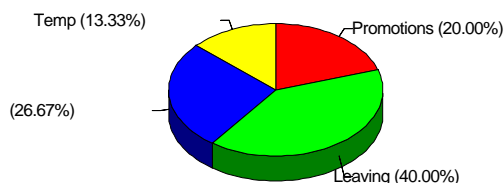
Vacancies : Most workers were hired in the last 12 months. Many vacancies resulted from employees' leaving. Some occurred through creation of new positions and some resulted from promotions. Few were hired as temporaries. Almost all firms do not promote from this occupation.

Employment Status Massage Therapists



Source of Filled Vacancies

Massage Therapists



Recruitment : Some firms recruit through current employees' referrals, newspaper advertisements, Few hire unsolicited applicants and/or recruit through in-house promotion or transfer, private school referrals.

Unionization : This occupation is not unionized.

Gender : Almost all employees in this occupation are women, but some are men.

RELATED D.O.T. OCCUPATIONAL TITLES

Related DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation are 076.361-010 Corrective Therapist and 334.374-010 Masseur/Masseuse.

OCCUPATIONAL THERAPY ASSISTANTS AND AIDES

DEFINITION

Occupational Therapy Assistants and Aides assist Occupational Therapists in administering medically oriented occupational program to assist in rehabilitating patients in hospitals and similar institutions. (OES 660210)

Alternate titles reported by employers include: *Certified Occupational Therapy Assistant, COTA, Occupational Therapy Helper, Rehabilitation Aide.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Many recent hires are high school graduates or equivalent. Some have college but no degree and some have a Bachelor's degree.

License : Almost all employers require workers to have COTA certification from the American Occupational Therapy Association (AOTA) or a state Certified Nursing Assistant (CNA) certificate. Information on certificate requirements may be obtained from the Occupational Therapy Association of California, 2150 River Plaza Drive, Suite 125, Sacramento, CA 95833 [(916) 567-7000].

Experience and Qualifications : All firms at least sometimes require related work experience, but will accept training in lieu of experience. Almost all firms indicate that 6 to 12 months of experience may be required. Most firms do not seek workers with computer skills, but some seek word processing skills. All responding employers prefer fluency in English; almost all prefer fluency in Spanish also.

Responding employers rate the following job entry **qualifications** as **MOST IMPORTANT** :

Technical - Knowledge of medical terminology.

Physical - Ability to lift and move patients.

Personal or Other - Ability to work as part of a team; Ability to relate to patients; Public contact skills; Ability to deal effectively with difficult individuals; Ability to exercise patience; Ability to work independently.

Basic - Ability to read and follow instructions; Oral communication skills; Ability to write legibly.

Rated as **VERY IMPORTANT** : Ability to maintain progress notes and treatment summaries; Certified Occupational Therapy Assistant; Ability to write effectively; Knowledge of geriatrics; Possession of mechanical aptitude; Willingness to work with close supervision ; Basic math skills.

Other qualifications reported by employers include: Ability to manage several projects/patients at once; Willingness to accept the patient's limit and say so; Initiative; Cleanliness; Exactness; Follow-through.

Training : Employers indicate that 24 to 36 months of training may be required.

SIZE OF OCCUPATION

Data are not available.

EMPLOYMENT TRENDS

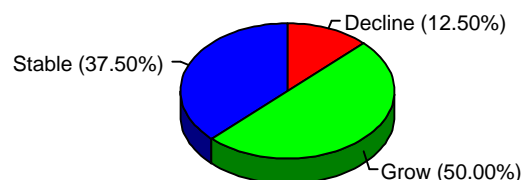
Data are not available.

Most firms report that occupational employment remained stable during the last year, but some report decline. Many employers predict growth, but some predict that employment will remain stable over the next three years.

SUPPLY/DEMAND ASSESSMENT

Employers report that it is somewhat difficult to find fully experienced and qualified workers and a little difficulty in finding inexperienced workers.

Projected Employment - Next 3 Years Occupational Therapy Assistants/Aides



OCCUPATIONAL THERAPY ASSISTANTS AND AIDES (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

New Hires, No Experience: \$6.00 to \$15.00/hr Median: \$9.05/hr

New Hires, Experienced: \$6.75 to \$19.25/hr Median: \$10.05/hr

Experienced, 3 Yrs w/Firm: \$7.00 to \$25.00/hr Median: \$10.93/hr

Full-time: All employers surveyed provide paid sick leave and paid vacations to full-time workers. Almost all provide medical insurance, dental insurance, life insurance, retirement plans. Many provide vision insurance; some provide child care. **Part-time:** Some firms provide medical insurance, dental insurance, life insurance, paid sick leave, paid vacations, retirement plans to part-time workers.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: general hospitals, convalescent hospitals, physical therapy and rehabilitation clinics.

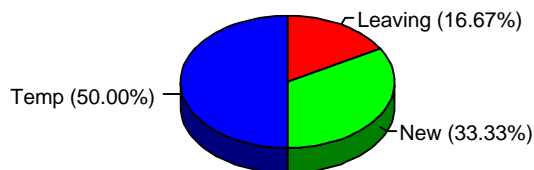
OTHER INFORMATION

Hours: Most workers are full-time, averaging 40 hours/week. Some part-time opportunities, averaging 31 hours/week, and some temporary/on call opportunities averaging 15 hours/week.

Vacancies: Many vacancies are for temporary hires; Some occur through the creation of new positions, and few through employees leaving. Most firms promote from this occupation to dept. manager, team leader, office staff. Some do not promote.

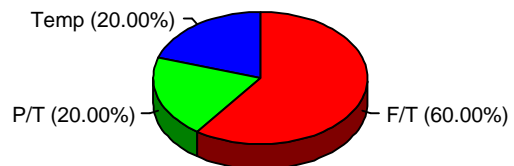
Source of Filled Vacancies

Occupational Therapy Assistants/Aides



Employment Status

Occupational Therapy Assistants/Aides



Recruitment: All firms recruit through newspaper advertisements. Most recruit through current employees' referrals. Some hire unsolicited applicants. Few use private employment agencies, in-house promotion or transfer, public school or program referrals.

Unionization: Unionization is negligible (7% of employees reported).

Gender: Almost all employees in this occupation are women, but some are men.

RELATED D.O.T. OCCUPATIONAL TITLES

Related DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation are 076.364-010 Occupational Therapy Assistant and 355.377-010 Occupational Therapy Aide.

For Additional Information: CALIFORNIA OCCUPATIONAL GUIDE #143

PHARMACY TECHNICIANS

DEFINITION Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Their duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies. **(OES 325181)**

An alternate title reported by employers is *Pharmacy Assistant*.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS Almost all recent hires are high school graduates or equivalent and a few have attended college also. **License:** Registration as a Pharmacy Technician in California is limited to those who meet one of the following requirements: (1) AA Degree in a related field of study, or (2) Successful completion of a training course specified by the Board of Pharmacy, 400 R St., Suite 4070, Sacramento, CA 95814, or (3) Eligibility to take the Board's pharmacist licensure examination, or (4) One year of experience (minimum of 1,500 hours) performing the tasks of a Pharmacy Technician. The fee for Registration and Fingerprints is \$57.00.

Experience and Qualifications : Almost all firms at least sometimes require 6 to 12 months of related work experience, but may be willing to accept training in lieu of experience. Many firms seek workers with word processing skills and/or other computer skills, including pharmacy software applications. Some seek workers with database skills. All responding employers prefer fluency in English and most prefer fluency in Spanish.

Responding employers rate the following job entry **qualifications** as **MOST IMPORTANT** : **Technical** - Ability to accurately record and report information; Ability to measure and calculate using metrics; Ability to follow government regulations and reporting requirements; Ability to type at least 30 wpm; Ability to complete and explain insurance forms.

Personal or Other - Ability to pay attention to detail; Public contact skills; Ability to work independently; Willingness to work with close supervision.

Basic - Basic math skills; Ability to read and follow instructions; Ability to write legibly; Oral communication skills.

Rated as **VERY IMPORTANT** : Knowledge of over-the-counter medications.

Other qualifications reported by employers include: Reliability; Appearance, Computer skills; People skills; Communication skills; Good sense, common sense; Problem-solving skills; Honesty; Integrity.

New Skills: Employers indicate an increasing need for computer and communication skills. **Obsolete:** Becoming obsolete is the use of a typewriter.

Training : Almost all firms require new hires to have a Pharmacy Technician license (certificate). Many employers indicate that training of 1 to 12 months is required.

SIZE OF OCCUPATION

Small (80-100)

EMPLOYMENT TRENDS

Much faster than average growth (25.0%)

Almost all firms report that occupational employment remained stable during the last year; few report growth. Many predict that employment will remain stable over the next three years; many predict growth.

SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding fully experienced and qualified workers and a little difficulty in finding inexperienced workers.

Projected Employment - Next 3 Years Pharmacy Technicians



PHARMACY TECHNICIANS (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

New Hires, No Experience:	\$5.00 to \$11.50/hr	Median: \$9.00/hr
New Hires, Experienced:	\$6.00 to \$12.75/hr	Median: \$9.69/hr
Experienced, 3 Yrs w/Firm:	\$7.50 to \$15.00/hr	Median: \$11.25/hr

Full-time: Almost all employers provide medical insurance, paid vacations to full-time workers. Most provide dental insurance, paid sick leave. Many provide vision insurance, life insurance, retirement plans. **Part-time:** Many provide paid sick leave, paid vacations to part-time workers. Some provide medical insurance, dental insurance, vision insurance, retirement plans. Few provide life insurance.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: pharmacies, hospital pharmacies.

OTHER INFORMATION

Hours : Many work full-time, averaging 39 hours/week. Some part-time opportunities, averaging 21 hours/week. Few temporary/on call opportunities, averaging 22 hours/week, and few seasonal opportunities, averaging 40 hours/week.

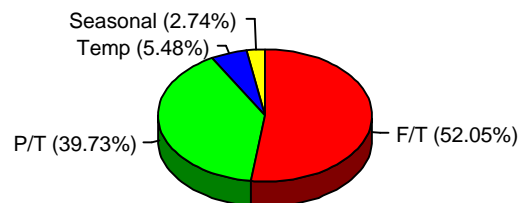
Vacancies : Some vacancies result from employees leaving, creation of new positions. Few result from promotions. Most firms do not promote from this occupation. Some promote to senior technician, lead technician, department management.

Recruitment : Many firms recruit through current employees' referrals, in-house promotion or transfer. Some recruit through newspaper advertisements, public school or program referrals. Some hire unsolicited applicants. Few recruit through private school referrals and/or the Employment Development Department.

Unionization : Almost all workers are nonunion; few are union members.

Gender : Almost all employees in this occupation are women, but a few are men.

Employment Status Pharmacy Technicians



RELATED D.O.T. OCCUPATIONAL TITLES

The DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) code for this occupation is 074.382-010 Pharmacy Technician.

**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #456**

PHYSICAL THERAPISTS

DEFINITION

Physical Therapists apply techniques and treatments that help relieve pain, increase the patient's strength, and decrease or prevent deformity and crippling.

(OES 323080)

Employers do not report an alternate title for this occupation.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Most recent hires have at least a Bachelor's degree, and some have done graduate study.

License: A Physical Therapist in California must be licensed by the Physical Therapy Examining Committee, 1434 Howe Ave., Suite 92, Sacramento, CA 95825-3291. All of the following requirements apply: (1) BA Degree, (2) Graduation from a school of Physical Therapy, (3) Applicant may perform as physical therapist applicant under 100% supervision of a California licensed Physical Therapist after filing Exam Application. The fees are: Application, Exam, and Fingerprints, \$235.00; License, \$80.00; Renewal (every 2 years), \$80.00.

Experience and Qualifications: Many employers always require 6 to 13 months of related work experience; many will not accept training in lieu of experience. Some firms seek workers with computer word processing skills. All responding employers prefer fluency in English and most prefer fluency in Spanish.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT**:

Technical - Record keeping skills; Knowledge of pediatrics; Knowledge of sports medicine; Ability to write effectively; Knowledge of geriatrics; Understanding of common muscle and back ailments; Problem solving skills.

Physical - Manual dexterity.

Personal or Other - Ability to work as part of a team; Ability to work independently.

Basic - Oral communication skills; Ability to write legibly; Ability to read and follow instructions.

Rated as **VERY IMPORTANT**: Knowledge of cardiac rehabilitation; Possession of mechanical aptitude; Basic math skills; Willingness to work with close supervision.

Other qualifications reported by employers include: Timely submission of paperwork; Time management, organization; Flexibility; Initiative; Working with the public; Interpersonal skills.

New Skills: Treating under limited authorization, report writing with computer, use of laptop computers, increased evaluation skills, setting up rehabilitation program are indicated by employers surveyed. **Obsolete:** Hands-on time is becoming obsolete.

Training: Many employers require 6 to 72 months of academic and occupationally related training leading to the state license.

SIZE OF OCCUPATION

Small (80-100)

EMPLOYMENT TRENDS

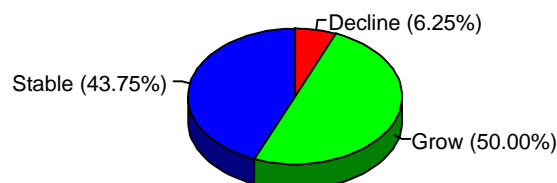
Much faster than average growth (25.0%)

Most employers report that occupational employment grew during the past year; some report that employment remained stable. Many predict growth over the next three years, and many predict that employment will remain stable.

SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding both fully experienced and qualified workers and inexperienced workers.

Projected Employment - Next 3 Years
Physical Therapists



PHYSICAL THERAPISTS (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

New Hires, No Experience: \$16.50 to \$29.00/hr Median: \$21.58/hr

New Hires, Experienced: \$16.50 to \$35.00/hr Median: \$23.73/hr

Experienced, 3 Yrs w/Firm: \$21.75 to \$40.00/hr Median: \$26.13/hr

Full-time: Most employers provide fringe benefits to salaried workers. Of these firms, all employers provide paid sick leave, paid vacations to full-time workers. Almost all provide medical insurance, dental insurance, retirement plans. Most provide life insurance; many provide vision insurance. Few provide child care. **Part-time:** Some firms provide medical insurance, dental insurance, life insurance, paid sick leave, paid vacations, retirement plans to part-time workers. Few provide vision insurance.

Other Forms of Compensation: A few employers report worker compensation on a "per visit" basis, ranging from \$45.00 to \$75.00 per visit.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: physical therapy centers, health services organizations, general hospitals, convalescent hospitals, offices of physicians.

OTHER INFORMATION

Hours : Many workers are full-time, averaging 39 hours/week. Some part-time opportunities, averaging 17 hours/week, and some temporary/on call opportunities, averaging 16 hours/week.

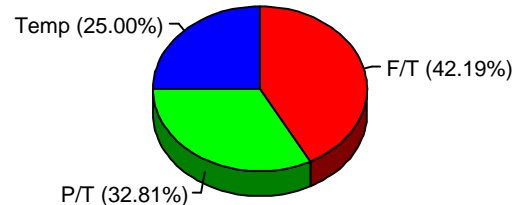
Vacancies : Most vacancies result from the creation of new positions; some result from employees leaving, and some are temporary hires. Most firms do not promote, but some promote to management and administrative positions.

Recruitment : Most firms recruit through newspaper advertisements; current employees' referrals. Many hire unsolicited applicants. Some recruit through in-house promotion or transfer, or through professional journals.

Unionization : This occupation is not unionized.

Gender : Most employees in this occupation are women; some are men.

Employment Status Physical Therapists



RELATED D.O.T. OCCUPATIONAL TITLES

The DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) code for this occupation is 076.121-014 Physical Therapist.

**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #117**

LAW ENFORCEMENT AND RELATED OCCUPATIONS

Occupations studied in this report are listed in **bold face** type. Information on employment in State of California agencies was obtained through local agency offices and State Personnel Board position announcements, which include written job descriptions, hiring requirements, and wage ranges. Regardless of department, State positions studied are sworn peace officers.

Occupational Employment Statistics (OES) Codes	Dictionary of Occupational Titles (D.O.T.) Codes	California Occupational Guides
219110 Compliance Officers and Enforcement Inspectors - except Construction	127.167-042 Park Ranger See Occupational Summary	#232 Park Rangers (Police Officers)
273050 Social Workers - except Medical and Psychiatric	195.107-046 Probation and Parole Officer	#192 Probation Officers and Parole Agents
610050 Police and Detective Supervisors	See Occupational Summary	#457 Law Enforcement Occupations
630110 Police Detectives	See Occupational Summary	#457 Law Enforcement Occupations
630140 Police Patrol Officers	See Occupational Summary	#457 Law Enforcement Occupations
630170 Correction Officers and Jailers	See Occupational Summary	#220 Correctional Officers #457 Law Enforcement
630230 Bailiffs	377.667-010 Bailiff	#457 Law Enforcement Occupations
630320 Sheriffs and Deputy Sheriffs	See Occupational Summary	#457 Law Enforcement Occupations
630410 Fish and Game Wardens	379.167-010 Fish and Game Warden See Occ. Summary	#448 Fish and Game Wardens (Police Officers)
630470 Guards and Watch Guards	See Occupational Summary	#75 Security Guards

Local training programs for these occupations are provided by the following:

Cabrillo College, 9500 Soquel Drive, Aptos, CA 95003 - *Criminal Justice/Security & Loss Prevention*
 Gavilan College, 5055 Santa Teresa Blvd., Gilroy, CA 95020 - *Criminal Justice/Law Enforcement*
 Hartnell College, 156 Homestead Ave., Salinas, CA 93901- *Administration of Justice/Law Enforcement*
 Monterey Peninsula College, 980 Fremont St., Monterey, CA 93940 - *California Police Officer Academy*

CORRECTION OFFICERS AND JAILERS

DEFINITION

Correction Officers and Jailers guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other point, traveling by automobile or public transportation, and may be designated deputy guard. This occupation includes Deputy Sheriffs who spend the majority of their time guarding prisoners in county correctional institutions. (OES 630170)

Alternate titles reported by employers include:
Correctional Officer, Deputy Sheriff, Corrections

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

All recent hires are high school graduates or equivalent.

Experience and Qualifications : Prior work experience is not required. Computer skills are not currently required. Fluency in English and Spanish is preferred.

Department of Corrections: Minimum qualifications for application are: equivalent to completion of the 12th grade; specific physical, mental, personal characteristics. The minimum age for appointment is 21 years.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT** :

Technical - Ability to write effectively.

Physical - Ability to pass a pre-employment medical examination; Ability to pass a physical performance test.

Personal or Other - Understanding of a variety of cultures; Ability to handle crisis situations; Ability to work independently; Ability to work under pressure; Willingness to work with close supervision.

Basic - Ability to read and follow instructions; Ability to write legibly; Oral communication skills; Basic math skills.

Training : Basic correctional officer academy training averaging two months is required for state correctional facilities. State Correctional Officers undergo a six-week in-house training program, followed by a two-year (3,600 hours) apprenticeship.

SIZE OF OCCUPATION

Very large (840-1,675)

EMPLOYMENT TRENDS

Much faster than average growth (48.8%)

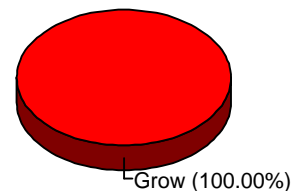
The occupation grew during the last year because a new prison was activated and new positions were added to accommodate increases in inmate populations. Over the next three years employment in the occupation is expected to grow.

SUPPLY/DEMAND ASSESSMENT

Employers report a little difficulty in finding fully experienced and qualified workers, but no difficulty in finding inexperienced workers.

Projected Employment - Next 3 Years

Correction Officers and Jailers



CORRECTION OFFICERS AND JAILERS (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

New Hires, No Experience: \$11.51 to \$15.35/hr Median: \$11.51/hr

New Hires, Experienced: \$13.55 to \$17.05/hr Median: \$13.55/hr

Experienced, 3 Yrs w/Firm: \$20.02 to \$22.07/hr Median: \$22.07/hr

All employers provide medical insurance, dental insurance, vision insurance, life insurance, paid sick leave, paid vacations, and retirement plans to full-time workers, and some also provide these benefits to part-time workers. Most employers provide child care to full-time workers.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: state departments of corrections, county government.

OTHER INFORMATION

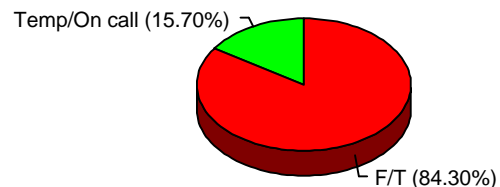
Hours : Almost all work 40 hours/week. Few temporary/on call positions averaging 34 hours/week.

Vacancies : Almost all vacancies occur because of new positions. Some occur through employees leaving. Few result from promotion. Promotion from this occupation is to Sergeant, Lieutenant, Captain, and Correctional Counselor.

Recruitment : All employers recruit through the Employment Development Department. Most recruit through current employees' referrals, newspaper advertisements. Also used are in-house promotion or transfer, college job fairs, hiring unsolicited applicants.

Employment Status

Correction Officers and Jailers



Source of Filled Vacancies

Correction Officers and Jailers



Unionization : This occupation is unionized.

Gender : Most employees in this occupation are men, but some are women.

RELATED D.O.T. OCCUPATIONAL TITLES

Related DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 372.367-014 Jailer; 372.567-014 Guard, Immigration; 372.667-018 Correction Officer; 372.677-010 Patrol Conductor; 375.367-010 Police Officer II.

For Additional Information: CALIFORNIA OCCUPATIONAL GUIDES #220 and #457

GUARDS AND WATCH GUARDS

DEFINITION

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds. **(OES 630470)**

Alternate titles reported by employers include: *Security Guard, Security Officer, Traffic Control, Security Professional, Campus Supervisor, Security Specialist.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Almost all recent hires are high school graduates or equivalent.

License: Registration for Security Guards is through the Bureau of Collection and Investigative Services, 400 R Street, Suite 2001, Sacramento, CA 95814-6234. The fees are as follows: Registration, Guard Application, \$57.00; Firearms Application (includes Fingerprinting), \$87.00; Annual Firearms Requalification, \$67.00; Guard Renewal (every 2 years), \$25.00. Those with felony convictions can apply if they occurred more than seven years prior to the date of application.

Experience and Qualifications: Most firms at least sometimes require 6 to 36 months of related work experience, but some do not require prior experience. Almost all at least sometimes are willing to accept training in lieu of experience. Some firms seek workers with word processing and/or other computer skills. Almost all responding employers prefer fluency in English and many prefer fluency in Spanish.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT**: **Technical** - Ability to follow security protection procedures; Bondable; Ability to operate video surveillance equipment; Possession of a valid driver's license; Security guard registration (Guard Card).

Personal or Other - Possession of a clean police record; Ability to work independently; Public

contact skills; Possession of a reliable vehicle; Willingness to work with close supervision.

Basic - Oral communication skills; Ability to read and follow instructions; Ability to write legibly.

Rated as **VERY IMPORTANT**: Ability to administer emergency first aid; Ability to use a baton.

Other qualifications reported by employers include: Willing to work nights, weekends, holidays; Willing to work varied shifts; Promptness; Maintain poise, self-control under stress; Self-confidence; Conflict resolution skills; Safety training; No moving violations on DMV record; Ability to stand, walk, stoop, run, chase.

New skills: Employers indicate an increasing need for computer skills, conflict resolution skills, electronic skills; standardized guard training.

Obsolete: Becoming obsolete are firearms skills.

Training: Some employers require 1 to 12 months of formal training. Training is available at local community colleges.

SIZE OF OCCUPATION

Very Large (690-780)

EMPLOYMENT TRENDS

Slower than average growth (13.0%)

Many firms report that occupational growth remained stable during the last year and many report growth. Many predict growth over the next three years and many predict that employment will remain stable.

SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding both fully experienced and qualified workers and inexperienced workers.

GUARDS AND WATCH GUARDS (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

New Hires, No Experience: \$5.50 to \$8.75/hr Median: \$6.50/hr

New Hires, Experienced: \$5.50 to \$11.00/hr Median: \$6.75/hr

Experienced, 3 Yrs w/Firm: \$6.00 to \$14.25/hr Median: \$8.00/hr

Almost all firms provide fringe benefits. **Full-time:** Almost all of these employers provide medical insurance, paid vacations to full-time workers. Most provide dental insurance, vision insurance, life insurance, retirement plans. Many provide paid sick leave. **Part-time:** Some firms provide paid sick leave, paid vacations, retirement plans to part-time workers. Few provide medical insurance, dental insurance, vision insurance, life insurance.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: security firms; hotels and motels, financial institutions, insurance firms, public school districts, shopping malls.

OTHER INFORMATION

Hours: Most work full-time, averaging 40 hours/week. Some part-time opportunities, averaging 18 hours/week. Few seasonal opportunities, averaging 20 hours/week.

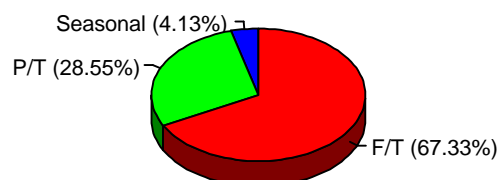
Vacancies: Many workers were hired in the last 12 months (50.5% of total employment). Many vacancies were the result of employees leaving; some resulted from creation of new positions and temporary hires. Few hires were from promotions. Almost all firms promote to supervisor or management positions; few do not promote.

Recruitment: Most firms recruit through current employees' referrals, newspaper advertisements. Many recruit through the Employment Development Department and/or hire unsolicited applicants. Some recruit through in-house promotion or transfer. Few recruit through private employment agencies, public school or program referrals, other.

Unionization: Unionization is negligible(10%).

Gender: Almost all employees in this occupation are men; few are women.

Employment Status Guards and Watch Guards



RELATED D.O.T. OCCUPATIONAL TITLES

Related DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include:
 372.563-010 Armored-Car Guard and Driver;
 372.567-010 Armored-Car Guard; 372.667-010 Airline Security Representative; 372.667-014 Bodyguard; 372.667-030 Gate Guard; 372.667-034 Guard, Security; 372.667-038 Merchant Patroller; 376.667-010 Bouncer; 379.667-010 Golf-Course Ranger.

**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #75**

POLICE AND DETECTIVE SUPERVISORS

DEFINITION

Police and Detective Supervisors supervise and coordinate activities of members of police force. (OES 610050)

Alternate titles reported by employers include: *Police Sergeant, Lieutenant, Captain, Chief; Ranger II; Supervising Ranger; Patrol Lieutenant, Captain, Dept. of Fish and Game ; Sergeant, Lieutenant, Captain, CHP.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

All recent hires have college but no degree.

Experience and Qualifications : All employers require 12 to 60 months of related work experience. State departments have specific experience and training requirements related to their mission. Most seek workers with computer word processing skills; some seek spreadsheet skills. All responding employers prefer fluency in English; some prefer fluency in Spanish also.

Responding employers rate the following job entry **qualifications** as **MOST IMPORTANT** : **Technical** - Leadership skills; Supervisory skills; Investigative research skills; Ability to handle crisis situations; Possession of a valid Class A driver's license; Licensed to carry firearms; Problem solving skills; Knowledge of criminal law; Ability to implement a progressive discipline process; Ability to conduct training programs; Knowledge of emergency procedures; Ability to give oral instructions; Ability to follow government regulations and reporting requirements; Ability to use information retrieval systems; Understanding of labor relations practices; Ability to explain and follow grievance procedures. Rated as **VERY IMPORTANT** : Ability to manage unexpected situations or circumstances; Oral communication skills; Ability to conduct performance appraisals; Ability to analyze data to solve problems; Business math skills; Ability to plan and organize the work of others; Ability to interpret data; Ability to write legibly; Ability to hire and assign personnel.

Other qualifications reported by employers include: Common sense; Decision-making skills; Good driving record; Integrity; Honesty.

New Skills: Employers surveyed indicate that in the future workers with interpersonal skills, computer skills, Spanish as a second language will be sought.

Obsolete: Becoming obsolete are authoritarian skills.

Training : POST Academy at the supervisory level may be required. State departments operate their own academies. The basic POST Academy is available at local community colleges.

SIZE OF OCCUPATION

Small (100-120)

EMPLOYMENT TRENDS

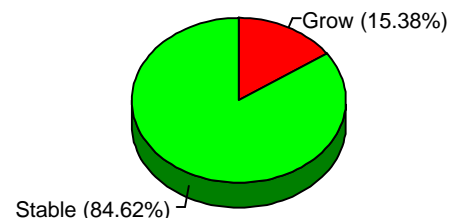
Faster than average growth (20.0%)

Almost all employers report that occupational employment remained stable during the last year. Almost all predict that employment will remain stable over the next three years; few predict growth.

SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding fully experienced and qualified workers.

Projected Employment - Next 3 Years
Police and Detective Supervisors



POLICE AND DETECTIVE SUPERVISORS (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

Union

New Hires, No Experience:	\$15.34 to \$28.23/hr	Median: \$20.02/hr
New Hires, Experienced:	\$15.34 to \$28.23/hr	Median: \$20.02/hr
Experienced, 3 Yrs w/Firm:	\$18.22 to \$32.69/hr	Median: \$22.29/hr

Nonunion

New Hires, No Experience:	\$17.25 to \$19.00/hr	Median: \$18.12/hr
New Hires, Experienced:	\$17.25 to \$19.00/hr	Median: \$18.12/hr
Experienced, 3 Yrs w/Firm:	\$20.25 to \$23.00/hr	Median: \$21.58/hr

All employers provide medical insurance, dental insurance, vision insurance, paid vacations, retirement plans to full-time workers. Almost all provide life insurance, paid sick leave.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: municipal governments; state government.

OTHER INFORMATION

Hours : All work full-time, averaging 40 hours/week.

Vacancies : Most vacancies result from promotions; some occur through employees leaving. Almost all employers promote from this occupation to higher positions within the chain of command, such as Lieutenant, Captain, Commander, or Chief. Few do not promote.

Recruitment : Almost all employers recruit through in-house promotion or transfer. Few recruit through newspaper advertisements.

Unionization : Almost all employees are union members; few are nonunion.

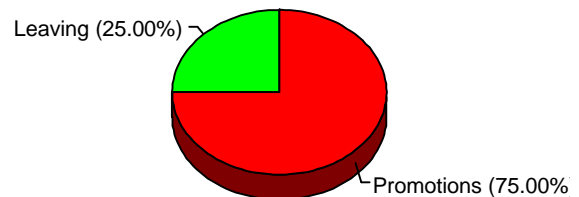
Gender : Almost all employees in this occupation are men; few are women.

RELATED D.O.T. OCCUPATIONAL TITLES

Related DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 375.133-010 Police Sergeant, Precinct I; 375.137-010 Commander, Identification and Records; 375.137-014, Desk Officer; 375.137-018 Police Lieutenant, Community Relations; 375.137-026 Traffic Sergeant; 375.137-030 Commander, Police Reserves; 375.137-034 Commanding Officer, Police; 375.163-010 Commanding Officer, Motorized Squad; 375.167-010 Commanding Officer, Homicide Squad;

Source of Filled Vacancies

Police and Detective Supervisors



375.167-014 Commanding Officer, Investigation Division; 375.167-022 Detective Chief; 375.167-034 Police Captain, Precinct; 375.167-038 Police Lieutenant, Patrol; 375.167-046 Traffic Lieutenant; 375.167-050 Commander, Internal Affairs; 377.134-010 Supervisor, Identification and Communications; 127.167.042 Park Ranger; 379.167-010 Fish and Game Warden.

For Additional Information: CALIFORNIA OCCUPATIONAL GUIDES #457, #232, and #448

POLICE DETECTIVES

DEFINITION

Police Detectives carry out investigations to prevent or solve crimes. (OES 630110)

Alternate titles reported by employers include:
Police Investigator, Detective Investigator, Narcotics Officer, Fire Prevention Officer I, Police Corporal.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Most recent hires have college but no degree, and some have an AA degree.

Experience and Qualifications : All employers require 12 to 38 months of related work experience. Training is never acceptable in lieu of experience. State departments have experience and training requirements specific to their mission. Many employers seek workers with computer word processing skills. All responding employers prefer fluency in English and almost all prefer fluency in Spanish.

Responding employers rate the following job entry *qualifications* as **MOST IMPORTANT** :

Technical - Investigative research skills; Ability to handle crisis situations; Problem solving skills; Knowledge of criminal law; Ability to use information retrieval systems; Possession of a valid Class A driver's license; Possession of a Firearms Qualifications Card; Knowledge of emergency procedures; Ability to manage unexpected situations or circumstances; Ability to follow government regulations and reporting requirements; Ability to give oral instructions; Ability to interpret data; Ability to analyze data to solve problems; Ability to plan and organize the work of others.

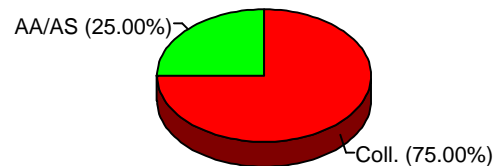
Physical - Possession of emotional stability.

Personal or Other - Ability to work independently; Understanding of a variety of cultures; Ability to read and comprehend information quickly; Public contact skills.

Basic - Oral communication skills; Ability to write legibly; Business math skills.

Education of Recent Hires

Police Detectives



New Skills: Employers surveyed indicate that in the future workers with computer/Internet skills, gang investigation skills, conflict resolution (verbal conflict) skills will be sought.

Training: POST Academy at the supervisory level may be required. State departments operate their own academies. The basic POST Academy is available at local community colleges.

SIZE OF OCCUPATION

Small (80-90)

EMPLOYMENT TRENDS

Slower than average growth (12.5%)

All employers report that occupational employment remained stable during the past year. All employers predict that employment will remain stable over the next three years.

SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding fully experienced and qualified workers.

POLICE DETECTIVES (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

New Hires, No Experience: \$16.11 to \$22.77/hr Median: \$21.06/hr

New Hires, Experienced: \$16.11 to \$24.60/hr Median: \$21.06/hr

Experienced, 3 Yrs w/Firm: \$17.26 to \$27.22/hr Median: \$22.71/hr

All employers provide medical insurance, dental insurance, life insurance, paid vacations, retirement plans to full-time workers. Almost all provide vision insurance, paid sick leave.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: municipal governments, state government.

OTHER INFORMATION

Hours : All workers are full-time, averaging 40 hours/week.

Vacancies : All vacancies filled over the last 12 months resulted from promotions. All employers promote from this occupation.

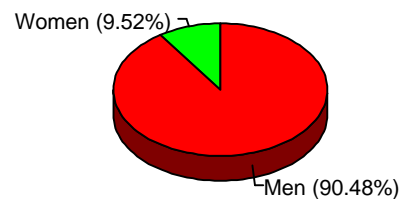
Recruitment : All firms recruit through in-house promotion or transfer. Some recruit through newspaper advertisements also.

Unionization : This occupation is unionized.

Gender : Almost all employees in this occupation are men; few are women.

Gender

Police Detectives



RELATED D.O.T. OCCUPATIONAL TITLES

Related DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 168.167-010 Customs Patrol Officer; 375.267-010 Detective; 375.267-014 Detective, Narcotics and Vice; 375.267 018 Investigator, Narcotics; 375.267-022 Investigator, Vice; 375.267-026 Police Inspector I; 375.267-030 Police Inspector II; 375.267-034 Investigator, Internal Affairs; 365.267-042 Police Officer, Safety Instruction; 375.384-010 Police Officer, Identification and Records.

**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #457**

POLICE PATROL OFFICERS

DEFINITION

Police Patrol Officers maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat by performing a combination of such duties as patrolling a specific area on foot or in a vehicle; directing traffic; issuing traffic summonses; investigating accidents; apprehending, arresting and processing prisoners; and giving evidence in court. **(OES 630140)**

Alternate titles reported by employers include: *Fish and Game Warden; Public Safety Officer; Peace Officer; Police Officer; Patrol Officer; State Park Ranger I; Cadet, Officer California Highway Patrol.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Many recent hires have college but no degree. Some are high school graduates or equivalent. Few have an AA degree or a Bachelor's degree.

Experience and Qualifications : Many employers never require related work experience. Most at least sometimes accept training in lieu of experience. State departments have experience and training requirements specific to their mission. Many employers seek workers with computer word processing skills. Almost all responding employers prefer fluency in English and most prefer fluency in Spanish. Few prefer fluency in Vietnamese, Filipino-Tagalog also.

California Highway Patrol: Minimum qualifications for application are: equivalent to completion of the 12th grade; possession of a valid driver's license, specific physical and mental conditions, age 20-31 years. The minimum age for appointment is 21 years.

Department of Fish and Game: Minimum qualifications for **Warden** are: completion of 60 semester units of college with 18 units in biological sciences, police science, or related fields; possession of a valid driver's license.

Department of Parks and Recreation: Minimum qualifications for **Ranger** are: completion of 60 semester units of college with 21 units in Natural/Social Sciences, Language, Humanities, Mathematics; possession of a valid driver's license. The minimum age is 18 years.

Responding employers rate the following job entry **qualifications** as **MOST IMPORTANT** :

Technical - Ability to write effectively; Analytical skills.

Physical - Ability to pass a pre-employment medical examination; Ability to pass a physical performance test.

Personal or Other - Ability to pass a psychological interview; Understanding of a variety of cultures; Ability to work independently; Ability to read and comprehend information quickly; Public contact skills.

Basic - Oral communication skills; Ability to write legibly.

Rated as **VERY IMPORTANT** : Basic math skills; Ability to administer emergency first aid; Ability to understand foreign accents; Verbal presentation skills; Possession of a Firearms Qualifications Card.

Other qualifications reported by employers include: Integrity; Honesty; Ability to take charge, but not be overbearing; Common sense; Decision-making skills; Insurable (acceptable) driving record.

New Skills: Employers surveyed indicate that in the future workers with computer skills, diversity sensitivity, conflict resolution skills, problem-solving skills will be sought.

Training : All employers require basic POST Academy training, which may last from 3 to 12 months to obtain the POST certificate. Training is available at local community colleges.

SIZE OF OCCUPATION

Large (380-350)

EMPLOYMENT TRENDS

Slow decline (-7.9%)

Many employers report that occupational employment remained stable during the last year and some report growth. Many employers predict growth over the next three years and many predict that employment will remain stable.

SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding both fully experienced and qualified and inexperienced workers.

POLICE PATROL OFFICERS (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

New Hires, No Experience: \$12.66 to \$19.67/hr Median: \$15.56/hr

New Hires, Experienced: \$12.66 to \$21.69/hr Median: \$15.91/hr

Experienced, 3 Yrs w/Firm: \$12.87 to \$23.91/hr Median: \$18.15/hr

All employers provide medical insurance, dental insurance, paid vacations to full-time workers. Almost all provide paid sick leave, retirement plans, vision insurance, life insurance.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: municipal governments, state government.

OTHER INFORMATION

Hours : Almost all work full-time, averaging 40 hours/week. Few part-time opportunities, averaging 19 hours/week and few temporary/on call opportunities, averaging 30 hours/week.

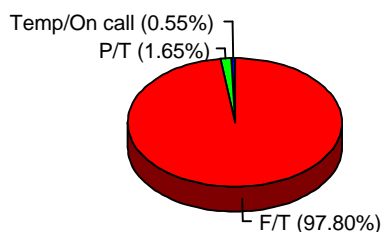
Vacancies : Most vacancies result from employees leaving; few are due to promotions or creation of new positions. All employers promote to higher ranks from this occupation.

Recruitment : Most employers recruit through current employees' referrals, newspaper advertisements. Many recruit through public school or program referrals, police academies. Some hire unsolicited applicants and/or recruit through in-house promotion or transfer, the Employment Development Department. Few utilize private school referrals.

Unionization : Almost all workers are union members; few are nonunion.

Gender : Almost all employees in this occupation are men; few are women.

Employment Status Police Patrol Officers



RELATED D.O.T. OCCUPATIONAL TITLES

Related DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 372.363-010 Protective Officer; 372.367-010 Community Service Officer, Patrol; 375.163-014 Pilot, Highway Patrol; 375.263-010 Accident-Prevention-Squad Police Officer; Police Officer I; 375.263-018 State-Highway Police Officer; 375.264-010 Police Officer, Crime Prevention; 375.267-038 Police Officer III; 375.363-010 Border Guard; 375.367-014 Complaint Evaluation Officer; 375.367-018 Police Officer, Booking; 379.263-014 Public-Safety Officer; 127.167-042 Park Ranger; 379.167-010 Fish and Game Warden.

For Additional Information: CALIFORNIA OCCUPATIONAL GUIDES #457, #232, and #448

SHERIFFS AND DEPUTY SHERIFFS

DEFINITION

Sheriffs and Deputy Sheriffs enforce law and order in rural or unincorporated districts or serve legal processes of courts. They may patrol courthouse, guard court or grand jury, or escort defendants. Deputy Sheriffs who spend the majority of time guarding prisoners in county correctional institutions are not included. (OES 630320)

An alternate title is *Deputy Sheriff, Operations*.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

All recent hires are high school graduates or equivalent.

Experience and Qualifications : Prior experience is required. Computer skills are not currently required; although computer awareness will be needed to perform job functions within the next three years. Fluency in English and Spanish is preferred.

The following job entry *qualifications* are rated as **MOST IMPORTANT** :

Technical - Ability to administer emergency first aid; Possession of a Firearms Qualifications Card; Ability to understand foreign accents; Verbal presentation skills; Ability to write effectively; Analytical skills.

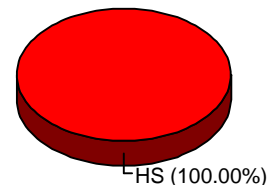
Physical - Good vision; Ability to work outdoors in all weather conditions; Ability to pass a pre-employment medical examination; Ability to pass a physical performance test; Possession of emotional stability.

Personal or Other - Understanding of a variety of cultures; Ability to read and comprehend information quickly; Willingness to work with close supervision; Ability to pass a psychological interview; Public contact skills; Ability to work independently.

Basic - Ability to follow oral instructions; Basic math skills; Ability to write legibly; Oral communication skills.

Education of Recent Hires

Sheriffs and Deputy Sheriffs



Training : POST certification at an accredited police/POST academy is required. Local community colleges provide this training, which averages five months.

SIZE OF OCCUPATION

Small (150-170)

EMPLOYMENT TRENDS

Slower than average growth (13.3%)

The occupation grew during the last year because new positions were added to the budget. Over the next three years employment in the occupation is expected to remain stable.

SUPPLY/DEMAND ASSESSMENT

It is not difficult to find fully experienced and qualified applicants and inexperienced applicants who meet employer requirements.

SHERIFFS AND DEPUTY SHERIFFS (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

New Hires, No Experience: \$18.01 to \$18.01/hr Median: \$18.01/hr

New Hires, Experienced: \$18.01 to \$18.01/hr Median: \$18.01/hr

Experienced, 3 Yrs w/Firm: \$21.15 to \$21.15/hr Median: \$21.15/hr

Fringe benefits provided to all workers include: medical insurance, dental insurance, vision insurance, life insurance, paid sick leave, paid vacations, a retirement plan, and child care.

MAJOR EMPLOYING INDUSTRIES

The employing industry is county government.

OTHER INFORMATION

Hours: Employees in this occupation work 40/hours week.

Vacancies: All vacancies reported for the last 12 months (13% of total employment) were due to the creation of new positions. Promotion from this occupation is to sergeant, lieutenant, or captain.

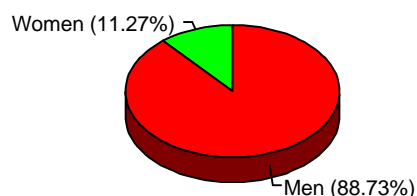
Recruitment: Recruitment for this occupation is through current employees' referrals, newspaper advertisements, unsolicited applicants, in-house promotion or transfer, and the Employment Development Department.

Unionization: This occupation is unionized.

Gender: Almost all employees in this occupation are men, but some are women.

Gender

Sheriffs and Deputy Sheriffs



RELATED D.O.T. OCCUPATIONAL TITLES

Related DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 377.263-010 Sheriff, Deputy; 377.363-010 Deputy Sheriff, Grand Jury; 377.667-014 Deputy Sheriff, Building Guard; 377.667-018 Deputy Sheriff, Civil Division.

**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #457**

DRAFTERS

DEFINITION

Drafters prepare clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes according to specified dimensions. They utilize knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete drawings. (OES 225140)

Alternate titles reported by employers include: *CAD Operator, CADD Designer, Space Planner, Computer Draftsperson.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Some recent hires have an AA degree; some are high school graduates or equivalent; some have a Bachelor's degree; few have college but no degree.

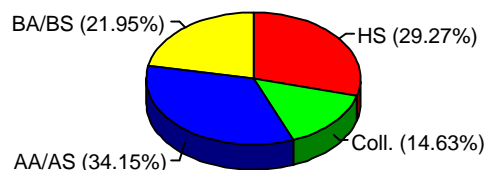
Experience and Qualifications : All firms at least sometimes require 6 to 60 months of related work experience, but will at least sometimes accept training in lieu of experience. Most firms seek workers with computer-assisted design (CAD) skills, especially AUTOCAD and/or SOFTDESK. Most also seek workers with word processing skills; many seek spreadsheet skills; some seek database skills. All responding firms prefer fluency in English and some also prefer fluency in Spanish. Responding employers rate the following job entry **qualifications** as **MOST IMPORTANT** :

Technical - Computer assisted design (CAD) skills; Drafting skills; Knowledge of geometry; Knowledge of trigonometry; Freehand drawing skills; Ability to read blueprints; Mechanical drawing skills.

Personal or Other - Ability to work independently; Willingness to work with close supervision.

Basic - Ability to read and follow instructions; Ability to write legibly; Oral communication skills.

Education of Recent Hires Drafters



Rated as **VERY IMPORTANT** : Industrial design skills; Ability to write effectively.

Other qualifications reported by employers include: On-time performance; 3-D design perception; Sketch to design ability.

New Skills: Most employers surveyed indicate an increasing need for up-to-date computer skills.

Obsolete: Listed as becoming obsolete are manual drafting, pencil/mechanical drawing, earlier CAD versions.

Training : Some employers require 6 to 60 months of academic preparation and training. Training is available at local community colleges and Mission Trails Regional Occupational Program.

SIZE OF OCCUPATION

Medium (190-210)

EMPLOYMENT TRENDS

Slower than average growth (10.5%)

Most firms report growth in occupational employment during the last year; some report that employment remained stable. Many predict growth over the next three years and many predict that employment will remain stable over this period.

SUPPLY/DEMAND ASSESSMENT

Employers report that it is somewhat difficult to find fully experienced and qualified workers and to find inexperienced workers.

DRAFTERS (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

New Hires, No Experience:	\$6.00 to \$16.00/hr	Median: \$10.00/hr
New Hires, Experienced:	\$10.00 to \$16.00/hr	Median: \$12.50/hr
Experienced, 3 Yrs w/Firm:	\$12.00 to \$26.25/hr	Median: \$18.00/hr

Almost all firms provide fringe benefits to full-time workers. All of those who do provide benefits provide medical insurance, paid vacations. Almost all provide paid sick leave. Many provide dental insurance. Some provide life insurance, retirement plans, vision insurance.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: engineering firms, industrial manufacturers, architectural firms, industrial design firms, construction firms, temporary help agencies.

010.281-014 Geological, 010.281-018 Geophysical,

OTHER INFORMATION

Hours : Almost all work full-time, averaging 40 hours/week. Few temporary/on call and seasonal opportunities, averaging 40 hours/week.

Vacancies : Most vacancies result from creation of new positions. Few are due to employees leaving, promotions, or temporary hires. Most firms promote from this occupation, but some do not promote.

Recruitment : Most firms recruit through current employees' referrals. Many recruit through public school or program referrals, newspaper advertisements. Some recruit through the Employment Development Department, in-house promotion or transfer, hire unsolicited applicants. Few recruit through private school referrals, private employment agencies, or other, e.g., job fairs.

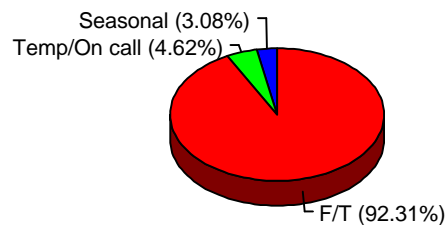
Unionization : This occupation is not unionized.

Gender : Most employees in this occupation are men and some are women.

RELATED D.O.T. OCCUPATIONAL TITLES

Representative DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: **Drafter**, 001.261-010 Architectural, 001.261-014 Landscape, 003.281-010 Electrical, 003.281-014 Electronic, 005.281-010 Civil, 005.281-014 Structural, 007.261-018 Patent, 007.261-022 Tool Design, 007.281-010 Mechanical, 010.281-010 Directional Survey,

Employment Status Drafters



017.261-026 Commercial, 017.261-030 Detail, 017.261-034 Heating and Ventilating, 017.261-038 Plumbing, 017.261-042 Automotive Design, 017.281-018 Assistant; 003.261-014 **Controls Designer**; 003.261-018 **Integrated Circuit Designer**; 003.261-022 **Printed Circuit Designer**; 007.161-018 **Engineering Assistant, Mechanical Equipment**; 017.261-014 **Design Drafter, Electromechanisms**; 017.281-014 **Drafter Apprentice**; 017.281-034 **Technical Illustrator**; 726.364-014 **Test Fixture Designer**.

For Additional Information: CALIFORNIA OCCUPATIONAL GUIDES #4, #189, and #338

INSTRUCTIONAL AIDES

DEFINITION

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils. **(OES 315211)**

Alternate titles reported by employers include: *Classroom Assistant, Instructional Assistant.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Most recent hires are high school graduates or equivalent; few have college but no degree.

Experience and Qualifications : Some employers usually require 6 to 12 months of related work experience. Some sometimes require work experience and some never require experience. All employers at least sometimes accept training in lieu of experience. Many employers seek workers with computer word processing skills and some seek skills in desktop publishing. All responding employers prefer fluency in English and most prefer fluency in Spanish also.

Responding employers rate the following job entry **qualifications** as **MOST IMPORTANT** :
Technical - Ability to apply teaching techniques; Ability to operate audiovisual equipment; Oral reading skills; Ability to write effectively; Ability to administer emergency first aid; Possession of an Early Childhood Development Certificate; Classroom management skills.

Personal or Other - Ability to handle crisis situations; Willingness to work with close supervision; Ability to work independently; Ability to exercise patience; Understanding of a variety of cultures.

Basic - Ability to read and follow instructions; Ability to write legibly; Oral communication skills; Basic math skills.

Rated as **VERY IMPORTANT** : Knowledge of early childhood development; Record keeping skills.

Other qualifications reported by employers include: Clearance of Criminal Record Check and Tuberculin Test; Sense of humor; Flexibility; Experience with groups of children.

New Skills: Employers indicate that more skills in use of computers and electronic media will be needed in the future. Also listed are bilingual skills, ability to work with multiple ethnic group/cultures, understanding of child development **Obsolete**: Skills listed as becoming obsolete are use of ditto machine, mimeograph, shorthand.

Training : Formal training is not required by employers surveyed; however, training is available at local community colleges.

SIZE OF OCCUPATION

Very large (2,020-2,420)

EMPLOYMENT TRENDS

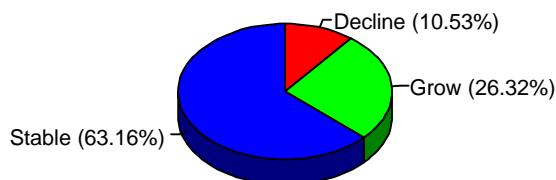
Faster than average growth (19.8%)

Most employers report that occupational employment remained stable during the last year, and some report growth. Most employers predict that over the next three years employment will remain stable; some predict growth; few predict decline.

SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding fully experienced and qualified workers, and little difficulty in finding inexperienced workers.

Projected Employment - Next 3 Years
Instructional Aides



INSTRUCTIONAL AIDES (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

Union

New Hires, No Experience:	\$6.00 to \$9.27/hr	Median: \$7.50/hr
New Hires, Experienced:	\$6.82 to \$9.39/hr	Median: \$7.78/hr
Experienced, 3 Yrs w/Firm:	\$7.14 to \$10.41/hr	Median: \$8.64/hr

Nonunion

New Hires, No Experience:	\$6.00 to \$8.50/hr	Median: \$6.81/hr
New Hires, Experienced:	\$6.00 to \$11.00/hr	Median: \$7.42/hr
Experienced, 3 Yrs w/Firm:	\$6.00 to \$14.00/hr	Median: \$7.42/hr

Almost all employers provide fringe benefits; few do not. **Full-time:** Of employers providing benefits, almost all provide medical insurance, dental insurance, vision insurance, paid sick leave to full-time workers. Most provide retirement plans, paid vacations, life insurance. **Part-time:** Many employers provide paid sick leave, paid vacations, retirement plans to part-time workers. Some provide medical insurance, dental insurance, vision insurance. Few provide life insurance.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: public school districts, county offices of education, private schools, community colleges.

OTHER INFORMATION

Hours : Almost all work part-time, averaging 16 hours/week. Few temporary/on call opportunities, averaging 11 hours/week, and few full-time opportunities, averaging 30 to 37 hours/week.

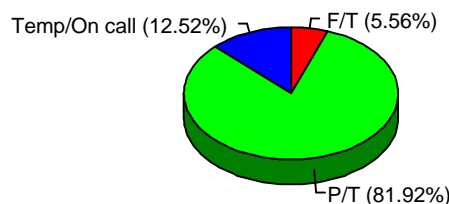
Vacancies : Most vacancies occur through employees leaving; few are due to promotions, new positions, or temporary hires. Most employers promote from this occupation to teacher (with certificate). Some do not promote.

Recruitment : Most employers recruit through newspaper advertisements, current employees' referrals. Many recruit through in-house promotion or transfer, and/or the Employment Development Department. Some recruit through public school or program referrals, private school referrals, and/or hire unsolicited applicants. Few use private employment agencies.

Unionization : Almost all workers are union members; few are nonunion.

Gender : Almost all employees in this occupation are women; few are men.

Employment Status Instructional Aides



RELATED D.O.T. OCCUPATIONAL TITLES

The DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation are 099.327-010 Teacher Aide I and 249.367-074 Teacher Aide II.

**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #502**

PAINTERS, PAPERHANGERS - CONSTRUCTION AND MAINTENANCE

DEFINITION

Painters paint walls, equipment, buildings, bridges, and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric. **(OES 874020)**

Alternate titles reported by employers include: *Wallpaper Hangers, Engineer, Assistant Painter, Prep Painter, Journeyman Painter, Maintenance, Crafts Worker I, Skilled Trade Technician.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Almost all recent hires are high school graduates or equivalent. Few have college but no degree and few have less than a high school diploma. **License:** Workers in this occupation who meet the following requirements may obtain a Contractor's License from an office of the Contractors' State License Board: (1) Four years journey level work experience within the last ten years, (2) Pass a three-hour trade test and a three-hour business operation test, and (3) Post a \$7,500 License Bond. The fee for the Application is \$250.00 and the License fee is \$150.00. Renewal is required every 2 years, for which the fee is \$300.00.

Experience and Qualifications: Almost all firms usually require 12 to 60 months of related work experience, but will sometimes accept training in lieu of experience. Computer skills are not being sought by responding employers. Almost all responding employers prefer fluency in English. Responding employers rate the following job entry

qualifications as MOST IMPORTANT:

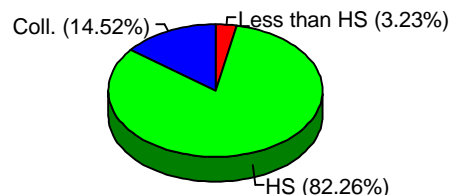
Technical - Knowledge of paints and related chemicals; Surface preparation skills; Spray painting skills.

Physical - Ability to stand continuously for 2 or more hours; Ability to lift at least 50 lbs. repeatedly; Ability to tolerate dust and paint fumes; Ability to work from ladders and scaffolds; Possession of good color perception.

Personal or Other - Ability to pay attention to detail; Ability to work independently; Willingness to work with close supervision; Possession of a reliable vehicle; Customer service skills.

Basic - Ability to read and follow instructions; Oral

Education of Recent Hires Painters and Paperhangers



communication skills.

Rated as **VERY IMPORTANT**: Basic math skills; Ability to write legibly; Ability to use and read a tape measure; Brush painting skills; Roller painting skills; Drywall installation and repair skills. **Other**

qualifications reported by employers include:

Arrive at work on time; Be neat in personal appearance; Reliability and Dependability; Honesty. **New Skills:** Skills in computer electronics, use of specialty coatings, and handling of hazardous materials are listed by employers as significant for future hires.

Training: Some firms require 12 to 48 months of training. Training is available locally through unions and local private schools.

SIZE OF OCCUPATION

Medium (210-240)

EMPLOYMENT TRENDS

Average growth (14.3%)

Most firms report that occupational employment remained stable during the last year. Some report decline; few report growth. Most predict that employment will remain stable over the next three years, but some predict growth.

SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding fully experienced and qualified workers, but little difficulty in finding inexperienced workers.

PAINTERS, PAPERHANGERS - CONSTRUCTION AND MAINTENANCE (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

Nonunion

New Hires, No Experience:	\$6.00 to \$15.00/hr	Median: \$7.50/hr
New Hires, Experienced:	\$6.50 to \$15.00/hr	Median: \$12.00/hr
Experienced, 3 Yrs w/Firm:	\$10.50 to \$19.50/hr	Median: \$15.00/hr

Union

New Hires, No Experience:	\$7.75 to \$14.31/hr	Median: \$11.46/hr
New Hires, Experienced:	\$7.75 to \$14.31/hr	Median: \$12.04/hr
Experienced, 3 Yrs w/Firm:	\$11.39 to \$20.30/hr	Median: \$14.31/hr

Almost all firms provide fringe benefits. **Full-time:** Of firms providing benefits, all provide medical insurance to full-time workers. Almost all provide dental insurance. Most provide retirement plans, life insurance, paid sick leave, paid vacations. Many provide vision insurance. **Part-time:** Some firms provide paid sick leave, paid vacations to part-time workers. Few provide medical insurance, dental insurance, vision insurance, life insurance, retirement plans.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: painting contractors, construction firms, hotels, public school districts, property management firms, public housing authorities.

OTHER INFORMATION

Hours: Almost all work full-time, averaging 38 hours/week. Few temporary, on call opportunities, averaging 27 hours/week, and few part-time opportunities, averaging 24 hours/week.

Vacancies: Many vacancies occur through employees leaving. Some result from new positions, temporary hires. Few result from promotions. Most firms promote to lead or management positions, but some do not promote.

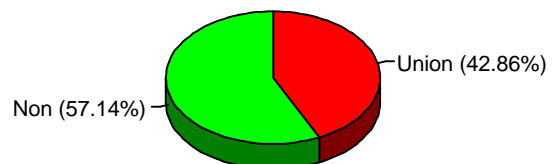
Recruitment: Most firms recruit through current employees' referrals, newspaper advertisements, in-house promotion or transfer. Many recruit through the Employment Development Department. Some hire unsolicited applicants. Few recruit through public school or program referrals.

Unionization: Many workers are nonunion, but many are union members.

Gender: All workers reported by employers are men.

Union Membership

Painters and Paperhangers



RELATED D.O.T. OCCUPATIONAL TITLES

The DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) code for this occupation is: 840.381-010 Painter.

For Additional Information: CALIFORNIA OCCUPATIONAL GUIDE #148

SALES REPRESENTATIVES, SCIENTIFIC AND RELATED PRODUCTS AND SERVICES - EXCEPT RETAIL

DEFINITION

Sales Representatives, Scientific and Related Products and Services, sell products or services requiring scientific or similar knowledge for wholesalers or manufacturers. This knowledge is in areas such as biology, engineering, chemistry, and electronics, and is normally obtained from 2 or 3 years of post secondary education or its equivalent. They sell products such as aircraft, agricultural equipment and supplies, industrial machinery, medical supplies, electronic equipment, chemicals, and precision instruments. Sales Representatives in retail sales, or those who must have a technical background equivalent to a bachelor's degree in engineering are not included. (OES 490050)

Alternate titles reported by employers include: *Sales Associate, Outside Sales Representative, Inside Sales Person, Sales/Technical Support Representative, Account Manager.*

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Many recent hires have some college but no degree; some have an AA degree.

Experience and Qualifications : All firms at least sometimes require 6 to 120 months of related work experience. Almost all will at least sometimes accept training in lieu of experience. Many employers seek workers with computer spreadsheet, word processing, database skills. All responding employers prefer fluency in English and most prefer fluency in Spanish.

Responding employers rate the following job entry **qualifications** as **MOST IMPORTANT** :

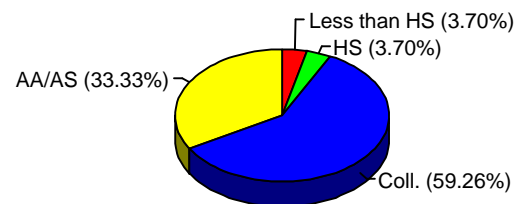
Technical - Ability to apply sales techniques; Verbal presentation skills; Ability to perform advanced mathematical computations.

Personal or Other - Customer service skills.

Rated as **VERY IMPORTANT** : Telephone sales skills; Possession of a valid driver's license; Ability to demonstrate knowledge of specific products; Ability to work independently; Ability

Education of Recent Hires

Sales Representatives, Scientific



to read and follow instructions; Ability to write legibly; Possession of a good DMV driving record; Report writing skills; Record keeping skills; Ability to prepare and arrange sales contracts; Understanding of inventory techniques; Ability to write effectively; Possession of a reliable vehicle.

Other qualifications reported by employers include: Personable personality; Interpersonal communication skills.

New Skills: Many employers report that the need for general and specific computer skills and skills in communication/networking will increase.

Training : Many firms require 3 to 60 months of training. Training is available locally at community colleges and other college and university programs.

SIZE OF OCCUPATION

Medium (160-180)

EMPLOYMENT TRENDS

Slower than average growth (12.5%)

Many firms report that occupational employment remained stable during the last year, and many report growth. Most firms predict growth over the next three years due to increased business, but some predict that employment will remain stable.

SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding both fully experienced and qualified workers and inexperienced workers.

SALES REPRESENTATIVES, SCIENTIFIC AND RELATED PRODUCTS AND SERVICES - EXCEPT RETAIL (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

Commissions are included; however, commissions offered vary widely by industry.

New Hires, No Experience: \$5.50 to \$33.50/hr Median: \$14.38/hr

New Hires, Experienced: \$6.50 to \$48.00/hr Median: \$15.34/hr

Experienced, 3 Yrs w/Firm: \$7.00 to \$59.50/hr Median: \$23.57/hr

Almost all firms provide fringe benefits to full-time workers in this occupation. Of these, all firms provide medical insurance, paid vacations. Almost all provide paid sick leave. Most provide dental insurance. Many provide life insurance, retirement plans, vision insurance.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: manufacturing firms, computer hardware and software firms, electrical distributors, petroleum distributors, wholesale printers, agricultural suppliers.

OTHER INFORMATION

Hours : Almost all workers are full-time, averaging 43 hours/week.

Vacancies : Most vacancies result from new positions. Some occur through employees leaving. Few result from promotions or temporary hires. Most firms promote to management positions; some do not promote.

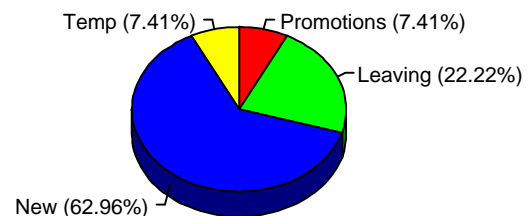
Recruitment : Most firms recruit through current employees' referrals. Many hire unsolicited applicants, and/or recruit through in-house promotion or transfer, newspaper advertisements. Some recruit through private employment agencies. Few recruit through public school or program referrals, or through the Employment Development Department.

Unionization : This occupation is not unionized.

Gender : Almost all employees in this occupation are men; few are women.

Source of Filled Vacancies

Sales Representatives, Scientific



RELATED D.O.T. OCCUPATIONAL TITLES

Representative DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation include: 262.157-010 **Pharmaceutical Detailer** ; 276.257-022 **Salesperson, Surgical Appliances** ; **Sales Representative** , 262.357-010 Chemicals and Drugs, 262.357-022 Water-Treatment Chemicals, 271.257-010 Communication Equipment, 271.352-010 Radiographic Inspection Equipment, 271.352-014 Ultrasonic Equipment, 271.357-010 Electronics Parts, 273.357-010 Aircraft Equipment, 274.357-054 Metals, 275.257-010 Computers and EDP Systems, 276.357-014 Precision Instruments.

**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #542**

WHOLESALE AND RETAIL BUYERS - EXCEPT FARM PRODUCTS

DEFINITION

Wholesale and Retail Buyers buy merchandise or commodities (other than farm products) for resale to consumers at the wholesale or retail level, including both durable and nondurable goods. They analyze past buying trends, sales records, and the price and quality of merchandise to determine value and yield. Buyers select, order, and authorize payment of merchandise according to contractual agreements. They may conduct meetings with sales personnel and introduce new products. Assistant Buyers are included. **(OES 213020)**

Alternate titles reported by employers include:
Buyer, Purchasing Agent.

TRAINING, EXPERIENCE, AND OTHER REQUIREMENTS

Some recent hires have a Bachelor's degree; some have an AA degree; some have college but no degree.

Experience and Qualifications : Most firms usually require 6 to 60 months of related work experience. Most will sometimes accept training in lieu of experience. All responding employers prefer fluency in English; some also prefer fluency in Spanish.

Responding employers rate the following job entry **qualifications** as **MOST IMPORTANT** :

Technical - Business math skills; Supervisory skills; Ability to follow purchasing procedures; Understanding of inventory techniques; Ability to demonstrate knowledge of specific products; Record keeping skills; Verbal presentation skills; Telephone answering skills; Ability to write effectively.

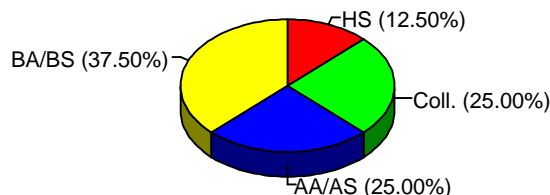
Personal or Other - Public contact skills; Ability to work independently; Ability to work under pressure.

Basic - Ability to read and follow instructions; Oral communication skills; Ability to write legibly.

Rated as **VERY IMPORTANT** : Willingness to work with close supervision; Knowledge of economic principles; Completion of marketing courses.

Education of Recent Hires

Wholesale and Retail Buyers



Other qualifications reported by employers include:
All-around team player; Strong organizational skills; Customer service skills.

New Skills: New skills employers report will be sought in the future are: bar coding, computer skills (including word processing, spreadsheet, database), organizational skills, Internet/communication skills.

Training : Few firms require 12 to 48 months of training. Training is available locally at community colleges and other college and university programs.

SIZE OF OCCUPATION

Medium (160-180)

EMPLOYMENT TRENDS

Slower than average growth (12.5%)

Almost all firms report that occupational employment remained stable during the last year; few report growth. Many predict that employment will remain stable over the next three years, and many predict growth. Few predict decline.

SUPPLY/DEMAND ASSESSMENT

Employers report some difficulty in finding fully experienced and qualified workers and in finding inexperienced workers.

WHOLESALE AND RETAIL BUYERS - EXCEPT FARM PRODUCTS (Continued)

WAGES AND FRINGE BENEFITS (May-August 1997)

New Hires, No Experience: \$7.00 to \$37.50/hr Median: \$11.00/hr

New Hires, Experienced: \$8.00 to \$37.50/hr Median: \$12.00/hr

Experienced, 3 Yrs w/Firm: \$9.00 to \$37.50/hr Median: \$15.00/hr

Almost all employers provide medical insurance, paid vacations to full-time workers. Most provide dental insurance, paid sick leave. Many provide retirement plans, vision insurance, life insurance. Few provide child care.

MAJOR EMPLOYING INDUSTRIES

Major employing industries include: manufacturing firms, wholesale distributors, department stores, other retail firms.

OTHER INFORMATION

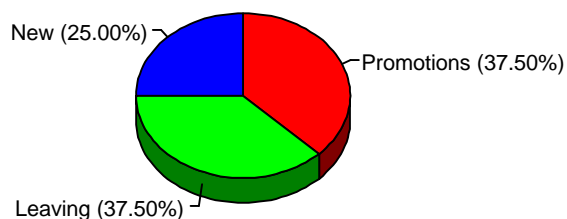
Hours : Workers in this occupation are full-time, averaging 42 hours/week.

Vacancies : Some vacancies result from promotions; some from employees leaving; some from creation of new positions. Most firms promote from this occupation to management positions, but some do not promote.

Recruitment : Almost all firms recruit through in-house promotion or transfer. Most recruit through current employees' referrals. Many recruit through newspaper advertisements. Few use private employment agencies or hire unsolicited applicants.

Unionization : This occupation is not unionized.

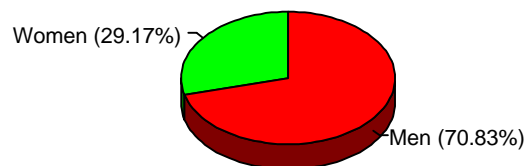
Source of Filled Vacancies Wholesale and Retail Buyers



Gender : Most employees in this occupation are men, but some are women.

Gender

Wholesale and Retail Buyers



RELATED D.O.T. OCCUPATIONAL TITLES

Related DICTIONARY OF OCCUPATIONAL TITLES (D.O.T.) codes for this occupation are 162.157-018 Buyer and 162.157-022 Buyer Assistant.

**For Additional Information: CALIFORNIA
OCCUPATIONAL GUIDE #118**

Appendices

Appendix A: VOCATIONAL TRAINING DIRECTORY

***Appendix B: LIST OF OCCUPATIONS SURVEYED
1990-1999***

Appendix C: SAMPLE SURVEY QUESTIONNAIRE

Appendix A:

MONTEREY COUNTY VOCATIONAL TRAINING DIRECTORY

All training institutions included in this directory are located in Monterey County. Accreditation and other approval, if any, vary with the type of institution. Not all private business and technical schools listed here are approved by the Bureau of Private Postsecondary Education, California Trade and Commerce Agency.

- | | |
|---|--|
| 2 English as a Second Language (ESL), GED
and High School Diploma Programs | 21 Mission Trails Regional Occupational Program |
| 3 Agri-Trade School | 22 Monterey Bay Beauty College |
| 4 Air Trails | 23 Monterey Bay Plasterers J.A.T.C. |
| 5 California Culinary Academy | 24 Monterey College of Law |
| 6 California State University, Monterey Bay | 25 Monterey Institute of International Studies |
| 7 Center for Employment Training | 26 Monterey Institute of Touch |
| 8 Central Coast College of Business Data
Processing | 27 Monterey Peninsula Adult Education |
| 9 Central Coast Massage Institute | 28 Monterey Peninsula College |
| 10 Century 21 Real Estate Schools | 29 Monterey/Santa Cruz Plumbers & Fitters #062
J.A.T.C. |
| 11 Chapman University Academic Center | 30 Moss Landing Marine Laboratory of California |
| 12 Computer Trainers | 31 North Monterey County Adult Education |
| 13 DataTrain | 32 Pacific Grove Adult Education |
| 14 Elischer's Driving School | 33 Salinas Adult School |
| 15 Golden Gate University | 34 Salinas Beauty College |
| 16 H & R Block Tax School | 35 Sheet Metal Workers Local Union #104 J.A.C. |
| 17 Hartnell College | 36 Shoreline Occupational Services |
| 18 Heald School of Business | 37 The Fourth R |
| 19 I. B. Electrical Workers Local Union 234 | 38 University of California Extension, Santa Cruz -
<i>Monterey Bay Science and Technology Center</i> |
| 20 King City Adult Education/Los Padres High
School | 39 Wayne's College of Beauty |

English As A Second Language (ESL) GED and High School Diploma Programs

Gonzales Adult Education
690 Main Street
Soledad, CA 93960
(831) 678-1279

~

King City Adult Education
506 N 3rd St.
King City, CA 93930
(831) 385-4661

~

Monterey Peninsula Adult Education
200 Coe Avenue
Seaside, CA 93955
(831) 899-1615

~

North Monterey County Adult Education
13990 Castroville Blvd.
Castroville, CA 95012
(831) 633-7050

~

Pacific Grove Adult Education
1025 Lighthouse Ave.
Pacific Grove, CA 93950
(831) 646-6580

~

Salinas Adult Education
20 Sherwood Place
Salinas, CA 93906
(831) 753-4270

~

EmPower

(For adults meeting federal eligibility requirements)

Salinas Adult School
20 Sherwood Place
Salinas, CA 93906
(831) 753-4348

Monterey Adult School
1295 La Salle, Rm. 11
Seaside, CA 93955
(831) 394-7879

Marina Education Center
2294 Rendova, Rm. 14
Marina, CA 93933
(831) 384-6549

Agri-Trade School

16801 Blackie Road
Salinas, CA 93907

Provider Type: ***Private Business and Technical Schools***

Location: 16801 Blackie Road
Salinas, CA 93907

Phone: (831) 663-2727
Fax: (831) 663-2349
URL Address: Not Available
E-Mail Address: Not Available

Services Available

Financial Aid/Loan :	No
On-Site Child Care :	No
Career Development :	No
Counseling:	No
Job Placement :	No
Veteran Approved:	No
Distance Learning:	No

Open Entry/Open Exit : Yes

Received upon completion

Certificate:	Yes
Diploma:	No
Associate Degree :	No
Bachelor's Degree :	No
Master's Degree:	No
Doctor's Degree:	No

Vocational Training Programs

Auto/Automotive Body Repairer/Painter

Air Trails

280 Mortensen Avenue
Salinas, CA 93905

Provider Type: *Private Business and Technical Schools*

Location: Salinas and Monterey Peninsula Airports

Phone: (831) 757 -5144
Fax: (831) 757 -9483
URL Address: <http://www.airtrails.com>
E-Mail Address: airtrails@airtrails.com

Services Available

Financial Aid/Loan :	No
On-Site Child Care :	No
Career Development :	No
Counseling:	No
Job Placement :	No
Veteran Approved :	Yes
Distance Learning:	No

Open Entry/Open Exit : Yes

Received upon completion

Certificate:	No
Diploma:	No
Associate Degree :	No
Bachelor's Degree :	No
Master's Degree:	No
Doctor's Degree:	No

Vocational Training Programs

Aircraft Pilot and Navigator (Professional)
Aircraft Pilot (Private)

California Culinary Academy

631 E. Alvin Drive, Suite F-1
Salinas, CA 93906

Provider Type: *Private Business and Technical Schools*

Location: 631 E. Alvin Drive, Suite F-1
Salinas, CA 93906

Phone: (831) 442 -2227
Fax: (831) 442 -2228
URL Address: <http://www.baychef.com>
E-Mail Address: gih@baychef.com

Services Available

Financial Aid/Loan :	No
On-Site Child Care :	No
Career Development :	No
Counseling:	No
Job Placement :	No
Veteran Approved :	No
Distance Learning:	No

Open Entry/Open Exit : No

Received upon completion

Certificate:	Yes
Diploma:	No
Associate Degree :	No
Bachelor's Degree :	No
Master's Degree:	No
Doctor's Degree:	No

Vocational Training Programs

Baker/Pastry Chef
Culinary Arts/Chef Training

California State University, Monterey Bay

100 Campus Center
Seaside, CA 93955-8001

Provider Type: 4-year Colleges and Universities

Location: 100 Campus Center
Seaside, CA 93955

Phone: (831) 582 -3330

Fax: (831) 582 -3311

URL Address: <http://www.monterey.edu>

E-Mail Address: public_relations@monterey.edu

Services Available

Financial Aid/Loan :	Yes
On-Site Child Care :	Yes
Career Development :	Yes
Counseling:	Yes
Job Placement :	Yes
Veteran Approved :	Yes
Distance Learning:	Yes

Open Entry/Open Exit : No

Received upon completion

Certificate:	Yes
Diploma:	Yes
Associate Degree :	No
Bachelor's Degree :	Yes
Master's Degree:	Yes
Doctor's Degree:	No

Vocational Training Programs

Acting and Directing
Bilingual/Bicultural Education
Community Organization, Resources and Services
Computer and Information Sciences, General
Computer Programming
Computer Science
Computer Systems Analysis
Drama/Theater Arts
Entrepreneurship
Environmental Science
Film/Video and Photographic Arts
Foreign Languages Teacher Education
Graphic Design, Commercial Art and Illustration
Information Sciences and Systems
International Business Marketing
Music - General Performance
Teacher Education, Multiple Levels
Technical Theater Design and Stagecraft
Visual and Performing Arts

Some Occupations Studied in this Report for which Training is Available

Graphic Designers
Computer Support Specialists

Center for Employment Training

421 Monterey Street
Salinas, CA 93901

Provider Type: *Private Business and Technical Schools*

Location: 421 Monterey Street
Salinas, CA 93901

Phone: (831) 424 -0665
Fax: (831) 424 -4743
URL Address: Not Available
E-Mail Address: cet@redshift.com

Services Available

Financial Aid/Loan :	Yes
On-Site Child Care :	No
Career Development:	Yes
Counseling:	Yes
Job Placement :	Yes
Veteran Approved :	No
Distance Learning:	No

Open Entry/Open Exit : Yes

Received upon completion

Certificate:	Yes
Diploma:	No
Associate Degree :	No
Bachelor's Degree :	No
Master's Degree:	No
Doctor's Degree:	No

Vocational Training Programs

Custodian/Caretaker
Data Processing Tech./Technician
General Office/Clerical and Typing Services
Information Processing/Data Entry Technician
Receptionist

Some Occupations Studied in this Report for which Training is Available

Receptionists and Information Clerks
Data Processing Equipment Repairers
Janitors and Cleaners - except Maids and Housekeeping Cleaners
Secretaries, except Legal and Medical

Central Coast College Of Business Data Processing

480 South Main Street
Salinas, CA 93901

Provider Type: *Private Business and Technical Schools*

Location: 480 South Main Street
Salinas, CA 93901

Phone: (831) 424 -6767
Fax: (831) 753 -6485
URL Address: <http://www.cccbus.com>
E-Mail Address: cenan@cccbus.com

Services Available

Financial Aid/Loan :	Yes
On-Site Child Care :	No
Career Development :	Yes
Counseling:	Yes
Job Placement :	Yes
Veteran Approved :	Yes
Distance Learning:	No

Open Entry/Open Exit : No

Received upon completion

Certificate:	No
Diploma:	Yes
Associate Degree :	No
Bachelor's Degree :	No
Master's Degree:	No
Doctor's Degree:	No

Vocational Training Programs

Accounting Technician
Administrative and Secretarial Services
Administrative Assistant/Secretarial Science
Business Information and Data Processing Services
General Office/Clerical and Typing Services
Information Processing/Data Entry Technician
Medical Administrative Assistant/ Biller
Medical Assistant
Medical Secretary/ Biller
Medical Transcriptionist
Receptionist
Secretary/Bookkeeper

Some Occupations Studied in this Report for which Training is Available

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers
First Line Supervisors and Manager/Supervisors, Clerical and Administrative Support Occupations
Medical Assistants
Receptionists and Information Clerks
Secretaries, except Legal and Medical

Central Coast Massage Institute

1263 South Padre Drive
Salinas, CA 93901

Provider Type: *Private Business and Technical Schools*

Location: 1263 South Padre Drive
Salinas, CA 93901

Phone: (831) 424 -8240
Fax: (831) 757 -9027
URL Address: Not Available
E-Mail Address: Not Available

Services Available

Financial Aid/Loan :	No
On-Site Child Care :	No
Career Development :	No
Counseling:	No
Job Placement :	No
Veteran Approved :	No
Distance Learning:	No

Open Entry/Open Exit : No

Received upon completion

Certificate:	Yes
Diploma:	No
Associate Degree :	No
Bachelor's Degree :	No
Master's Degree:	No
Doctor's Degree:	No

Vocational Training Programs

Massage

Some Occupations Studied in this Report for which Training is Available

Massage Therapists

Century 21 Real Estate Schools

26358 Carmel Rancho Lane, Suite 1
Carmel, CA 93923

Provider Type: *Private Business and Technical Schools*

Location: 26358 Carmel Rancho Lane, Suite 1
Carmel, CA 93923

Phone: (831) 625 -5965
Fax: (831) 625 -6099
URL Address: <http://www.century21.com>
E-Mail Address: McleodSam@aol.com

Services Available

Financial Aid/Loan :	No
On-Site Child Care :	No
Career Development :	No
Counseling:	Yes
Job Placement :	Yes
Veteran Approved :	No
Distance Learning:	No

Open Entry/Open Exit : No

Received upon completion

Certificate:	No
Diploma:	No
Associate Degree :	No
Bachelor's Degree :	No
Master's Degree:	No
Doctor's Degree:	No

Vocational Training Programs

Real Estate

Chapman University Academic Center

532 Abrego Street
Monterey, CA 93940

Provider Type: *4-year Colleges and Universities*

Location: 532 Abrego Street
Monterey, CA 93940

Phone: (831) 373 -0945

Fax: (831) 648 -1326

URL Address: <http://www.chapman.edu>

E-Mail Address: admit@chapman.edu

Services Available

Financial Aid/Loan :	Yes
On-Site Child Care:	No
Career Development :	No
Counseling:	Yes
Job Placement :	No
Veteran Approved :	Yes
Distance Learning:	No

Open Entry/Open Exit : No

Received upon completion

Certificate:	Yes
Diploma:	Yes
Associate Degree :	No
Bachelor's Degree :	Yes
Master's Degree:	Yes
Doctor's Degree:	No

Vocational Training Programs

Counselor Education Counseling and Guidance Services
Education Administration and Supervision, General
Education of the Physically Handicapped
Human Resources Management
Psychology, General
Social Sciences, General
Teacher Education, Multiple Levels

Some Occupations Studied in this Report for which Training is Available

Human Service Workers

Computer Trainers

2560 Garden Road, Suite 212
Monterey, CA 93940

Provider Type: *Private Business and Technical Schools*

Location: 2560 Garden Road, Suite 212
Monterey, CA 93940

Phone: (831) 647 -8007
Fax: (831) 457 -8077
URL Address: Not Available
E-Mail Address: Not Available

Services Available

Financial Aid/Loan :	No
On-Site Child Care :	No
Career Development :	No
Counseling:	No
Job Placement :	No
Veteran Approved :	Yes
Distance Learning:	No

Open Entry/Open Exit : Yes

Received upon completion

Certificate:	Yes
Diploma:	No
Associate Degree :	No
Bachelor's Degree:	No
Master's Degree:	No
Doctor's Degree:	No

Vocational Training Programs

Computer Operations
Computerized Administration
Computerized Bookkeeping
Computerized General Office
Computerized Medical Reception
Microsoft Office

Some Occupations Studied in this Report for which Training is Available

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers
First Line Supervisors and Manager/Supervisors, Clerical and Administrative Support Occupations
Secretaries, except Legal and Medical

DataTrain

5 Harris Court
Monterey, CA 93940

Provider Type: *Private Business and Technical Schools*

Location: 5 Harris Court, Monterey, CA 93940

Phone: (831) 642 -0586
Fax: (831) 642 -0590
URL Address: <http://www.datatrain.com>
E-Mail Address: tim@datatrain.com

Services Available

Financial Aid/Loan :	No
On-Site Child Care :	No
Career Development :	No
Counseling:	No
Job Placement :	No
Veteran Approved :	No
Distance Learning:	No

Open Entry/Open Exit : No

Received upon completion

Certificate:	Yes
Diploma:	No
Associate Degree :	No
Bachelor's Degree :	No
Master's Degree:	No
Doctor's Degree:	No

Vocational Training Programs

Application and Network Software
Business Computer Facilities Operator
Business Information and Data Processing Services
Business Systems Networking and Telecommunications
Computer and Information Sciences, General
MIS Office and Back Office

Some Occupations Studied in this Report for which Training is Available

Computer Support Specialists
First Line Supervisor and Manager/Supervisors - Clerical and Administrative Support Occupations

Elischer's Driving School

737 S. Main St.
Salinas, CA 93901

Provider Type: *Private Business and Technical Schools*

Location: 737 S. Main St.
Salinas, CA 93901

Phone: (831) 757 -2028
Fax: (831) 757 -2029
URL Address: <http://www.elischersdriving.com>
E-Mail Address: Not Available

Services Available

Financial Aid/Loan :	No
On-Site Child Care :	No
Career Development :	No
Counseling:	No
Job Placement :	No
Veteran Approved :	No
Distance Learning:	No

Open Entry/Open Exit : No

Received upon completion

Certificate:	Yes
Diploma:	No
Associate Degree :	No
Bachelor's Degree:	No
Master's Degree:	No
Doctor's Degree:	No

Vocational Training Programs

Vehicle and Equipment Operators

Some Occupations Studied in this Report for which Training is Available

Driver/Sales Workers

Golden Gate University

550 Camino El Estero, Suite 103
Monterey, CA 93940

Provider Type: 4 -year Colleges and Universities

Location: 550 Camino El Estero, Suite 103
Monterey, CA 93940

Phone: (831) 373 -4176
Fax: (831) 655 -5750
URL Address: <http://www.ggu.edu>
E-Mail Address: amcelyea@ggu.edu

Services Available

Financial Aid/Loan :	Yes
On-Site Child Care :	No
Career Development :	No
Counseling:	Yes
Job Placement :	No
Veteran Approved :	Yes
Distance Learning:	Yes

Open Entry/Open Exit : Yes

Received upon completion

Certificate:	Yes
Diploma:	Yes
Associate Degree :	No
Bachelor's Degree :	Yes
Master's Degree:	Yes
Doctor's Degree:	No

Vocational Training Programs

Accounting
Business Administration and Management, General
Computer and Information Sciences, General
Human Resources Management
Public Administration
Taxation

Some Occupations Studied in this Report for which Training is Available

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers
First Line Supervisors and Manager/Supervisors - Clerical and Administrative Support Occupations

H & R Block Tax School

1846 Main St.
Watsonville, CA 93976

Provider Type: *Private Business and Technical Schools*

Location: 1221 S. Main St., #104
Salinas, CA 93901

Phone: (831) 422 -8162
Fax: (831) 422 -6664
URL Address: <http://www.hrblock.com>
E-Mail Address: 103140,2525@compuserve.com

Services Available

Financial Aid/Loan :	No
On-Site Child Care :	No
Career Development :	No
Counseling:	No
Job Placement :	No
Veteran Approved :	No
Distance Learning:	No

Open Entry/Open Exit : No

Received upon completion

Certificate:	Yes
Diploma:	No
Associate Degree :	No
Bachelor's Degree :	No
Master's Degree:	No
Doctor's Degree:	No

Vocational Training Programs

Taxation

Hartnell College

156 Homestead Avenue
Salinas, CA 93901

Provider Type: 2-year, Technical, and Community Colleges

Location:

156 Homestead Avenue
Salinas, CA 93901

Phone:

(831) 755 -6960

Fax:

(831) 759 -6045

URL Address:

<http://www.hartnell.cc.ca.us>

E-Mail Address:

mfoudy@hartnell.cc.ca.us

Services Available

Financial Aid/Loan :	Yes
On-Site Child Care :	Yes
Career Development :	Yes
Counseling:	Yes
Job Placement :	No
Veteran Approved :	Yes
Distance Learning:	Yes

**Open Entry/Open Exit :
Received upon completion**

	No
Certificate:	Yes
Diploma:	No
Associate Degree :	Yes
Bachelor's Degree :	No
Master's Degree:	No
Doctor's Degree:	No

Vocational Training Programs

Accounting Technician
Acting and Directing
Administrative and Secretarial Services
Administrative Asst/Secretarial Science
Alcohol Abuse Counseling
Art, General
Auto/Automotive Body Repairer
Auto/Automotive Mechanic/Technician
Banking & Financial Support Services
Basic Medical Sciences
Bilingual/Bicultural Education
Business Administration & Mgt.
Business, General
Bus. Information/Data Processing Svcs
Cabinet Maker and Millworker
Carpenter
Child Care Provider/Assistant
Child Care Services Manager
Child Development, Care & Guidance
Commercial Photography
Community Health Liaison
Computer and Information Sciences
Computer Installer and Repairer
Computer Programming
Construction Trades
Construction/Building Tech/Technician
Corrections/Correctional Admin.

Criminal Justice/Law Enforcement Administration
Data Processing Tech./Technician
Design and Applied Arts
Drafting, General
Drama and Dance Teacher Education
Drama/Theater Arts, General
Dramatic Theater Arts and Stagecraft
Electrical, Electronic & Communications Engineering
Tech./Technician
Electrician
Engineering, General
English Language & Literature
Entrepreneurship
Environmental & Pollution Control
Tech./Technician
Family/Consumer Resource Mgt.
Film/Video Making/Cinematography & Production
Fine/Studio Arts
Fire Science/Firefighting
General Office/Clerical & Typing Svcs
Health & Medical Administrative Svcs
Human Resources Management
Industrial/Mfg. Tech./Technician
Info. Processing/Data Entry Technician

Instructional Aide
Law Enforcement/Police Science
Library Assistant
Machinist/Machine Technologist
Mechanical Eng./ Tech./Technician
Multimedia Technology
Nursing (R.N. Training)
Photography
Physical Sciences, General
Physical Therapy
Physician Assistant
Pre-Dentistry Studies
Pre-Elementary/Early Childhood Ed.
Pre-Law Studies
Pre-Pharmacy Studies
Public Administration & Services
Real Estate
Receptionist
Security & Loss Prevention Services
Small Engine Mechanic & Repairer
Teacher Assistant/Aide
Technical Theater/Design & Stagecraft
Veterinarian Asst/Animal Health Tech.
Vocational Nursing (L.V.N. Training)
Water Quality & Wastewater Treatment Tech./Technician
Welder/Welding Technologist

Some Occupations Studied in this Report for which Training is Available

Automotive Mechanics
Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers
Carpenters
Child Care Workers
Computer Support Specialists

Data Processing Equipment Repairers
Drafters
Firefighters
Hazardous Materials Removal Workers
Home Health Care Workers
Human Service Workers
Instructional Aides

Law Enforcement Occupations
Marine Technicians
Nurse Aides
Receptionists and Information Clerks
Secretaries, except Legal and Medical

Heald School of Business

1450 North Main Street
Salinas, CA 93906

Provider Type: *Private Business and Technical Schools*

Location: 1450 North Main Street
Salinas, CA 93906

Phone: (831) 443 -1700
Fax: (831) 443 -1050
URL Address: <http://www.heald.edu>
E-Mail Address: steven-coffee@heald.edu

Services Available

Financial Aid/Loan :	Yes
On-Site Child Care :	No
Career Development :	No
Counseling:	Yes
Job Placement :	Yes
Veteran Approved:	Yes
Distance Learning	No

Open Entry/Open Exit : No

Received upon completion

Certificate:	No
Diploma:	Yes
Associate Degree :	Yes
Bachelor's Degree :	No
Master's Degree:	No
Doctor's Degree:	No

Vocational Training Programs

Accounting Technician
Administrative Assistant/Secretarial Science, General
Business Computer Facilities Operator
Business Systems Networking and Telecommunications
General Office/Clerical and Typing Services
Medical Administrative Assistant/Secretary
Medical Office Administration

Some Occupations Studied in this Report for which Training is Available

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers
First Line Supervisors and Manager/Supervisors - Clerical and Administrative Support Occupations
Medical Assistants
Secretaries, except Legal and Medical

I. B. Electrical Workers Local Union 234

10300 Merritt Street
Castroville, CA 95012

Provider Type: *Apprenticeship Programs*

Location: 10300 Merritt Street
Castroville, CA 95012

Phone: (831) 633 -2311
Fax: (831) 633 -0570
URL Address: Not Available
E-Mail Address: Not Available

Services Available

Financial Aid/Loan :	No
On-Site Child Care :	No
Career Development :	No
Counseling:	No
Job Placement :	No
Veteran Approved :	Yes
Distance Learning	No

Open Entry/Open Exit : No

Received upon completion

Certificate:	Yes
Diploma:	No
Associate Degree :	No
Bachelor's Degree :	No
Master's Degree:	No
Doctor's Degree:	No

Vocational Training Programs

Electrician

King City Adult Education/Los Padres High School

800 Broadway
King City, CA 93930

Provider Type: *Public Adult Schools With Occupational Programs*

Location: 2215 El Camino Real
Greenfield, CA 93927

Phone: (831) 385 -4661
Fax: (831) 385 -0695
URL Address : <http://www.monterey.k12.ca.us/~drey/district/kcUSD.html>
E-Mail Address: syoung@monterey.k12.ca.us

Services Available

Financial Aid/Loan :	No
On-Site Child Care :	No
Career Development :	Yes
Counseling:	Yes
Job Placement :	No
Veteran Approved :	No
Distance Learning	No

Open Entry/Open Exit : No

Received upon completion

Certificate:	Yes
Diploma:	No
Associate Degree :	No
Bachelor's Degree :	No
Master's Degree:	No
Doctor's Degree:	No

Vocational Training Programs

Computer and Information Sciences, General
General Office/Clerical and Typing Services
High School Equivalence Certificate
Information Processing/Data Entry Technician
Management Information Systems and Business Data Processing, General

Some Occupations Studied in this Report for which Training is Available

Bookkeeping, Accounting, and Auditing Clerks
Computer Support Specialists
Receptionists and Information Clerks

Mission Trails Regional Occupational Program (ROP)

867 East Laurel Drive
Salinas, CA 93905

Provider Type: *Public Secondary Schools with Occupational Programs*

Location: 867 East Laurel Drive
Salinas, CA 93905

Specific programs are located at sites in secondary and unified school districts throughout Monterey County.

Phone: (831) 753 -4209

Fax: (831) 422 -5115

URL Address : <http://library.monterey.edu/mcflcip/agencies/332.html>

E-Mail Address: Not Available

Services Available

Financial Aid/Loan :	No
On-Site Child Care :	Yes
Career Development :	Yes
Counseling:	Yes
Job Placement :	No
Veteran Approved :	No
Distance Learning	No

Open Entry/Open Exit :

Yes

Received upon completion

Certificate:	Yes
Diploma:	No
Associate Degree :	No
Bachelor's Degree :	No
Master's Degree:	No
Doctor's Degree:	No

Vocational Training Programs

Administrative Assistant/Secretarial Science

Agricultural Animal Husbandry & Production Management

Agricultural Business/Agribusiness Operations

Agricultural Economics

Agricultural Mechanization, General

Art, General

Auto/Automotive Body Repairer

Auto/Automotive Mechanic/Technician

Banking & Financial Support Services

Carpenter

Child Care and Guidance Workers and Managers

Child Care Provider/Assistant

Computer & Information Sciences, General

Computer Installer and Repairer

Cosmetologist

Data Processing Technologist/Technician

Dental Assistant

Desktop Publishing Equipment Operator

Entrepreneurship

Fashion Merchandising

Film-Video Making/Cinematography & Production

Fire Protection & Safety Tech./Technician

Floristry Marketing Operations

General Office/Clerical & Typing Services

General Retailing Operations

General Selling Skills & Sales Operations

Graphic and Printing Equipment Operator

Home Health Aide

Information Processing/Data Entry Technician

Kitchen Personnel/Cook & Assistant Training

Landscaping Operations and Management

Legal Administrative Assistant/Secretary

Medical Administrative Assistant/Secretary

Nurse Assistant/Aide

Receptionist

Small Engine Mechanic and Repairer

Truck, Bus & Other Commercial Vehicle Operator

Waiter/Waitress and Dining Room Manager

Welder/Welding Technologist

Some Occupations Studied in this Report for which Training is Available

Automotive Mechanics

Bookkeeping, Accounting, and Auditing Clerks, including

Bookkeepers

Carpenters

Child Care Workers

Computer Support Specialists

Data Processing Equipment Repairers

Drafters

Driver/Sales Workers

Farm Equipment Mechanics

Farm Equipment Operators

Firefighters

Food Preparation Workers

Home Health Care Workers

Laborers, Landscaping and Groundskeeping

Medical Assistants

Nurse Aides

Receptionists and Information Clerks

Secretaries, except Legal and Medical

Stock Clerks - Sales Floor

Waiters and Waitresses

Monterey Bay Beauty College

1760 Fremont Boulevard, D -1
Seaside, CA 93955

Provider Type: *Private Business and Technical Schools*

Location:	1760 Fremont Boulevard, D -1 Seaside, CA 93955
Phone:	(831) 394 -7335
Fax:	(831) 394 -9413
URL Address:	Not Available
E-Mail Address:	Not Available

Services Available

Financial Aid/Loan :	No
On-Site Child Care :	No
Career Development :	Yes
Counseling:	Yes
Job Placement :	No
Veteran Approved :	Yes
Distance Learning	No

Open Entry/Open Exit : Yes

Received upon completion

Certificate:	Yes
Diploma:	No
Associate Degree :	No
Bachelor's Degree :	No
Master's Degree:	No
Doctor's Degree:	No

Vocational Training Programs

Barber/Hairstylist
Cosmetic Services
Cosmetologist

Monterey Bay Plasterers J A T C

751 Neeson St., #14
Marina, CA 93933

Provider Type: *Apprenticeship Programs*

Location: 751 Neeson St., #14
Marina, CA 93933

Phone: (831) 883 -0186
Fax: (831) 883 -0188
URL Address: Not Available
E-Mail Address: Not Available

Services Available

Financial Aid/Loan :	No
On-Site Child Care:	No
Career Development :	No
Counseling:	No
Job Placement :	Yes
Veteran Approved :	Yes
Distance Learning	No

Open Entry/Open Exit : Yes

Received upon completion

Certificate:	Yes
Diploma:	No
Associate Degree :	No
Bachelor's Degree :	No
Master's Degree:	No
Doctor's Degree:	No

Vocational Training Programs

Construction Trades

Monterey College Of Law

404 W. Franklin Street
Monterey, CA 93940

Provider Type: *4-year Colleges and Universities*

Location: 404 W. Franklin Street
Monterey, CA 93940

Phone: (831) 373 -3301
Fax: (831) 373 -0143
URL Address: Not Available
E-Mail Address: Not Available

Services Available

Financial Aid/Loan :	Yes
On-Site Child Care :	No
Career Development :	No
Counseling:	Yes
Job Placement :	Yes
Veteran Approved :	Yes
Distance Learning	No

Open Entry/Open Exit : No

Received upon completion

Certificate:	No
Diploma:	No
Associate Degree :	No
Bachelor's Degree :	No
Master's Degree:	No
Doctor's Degree:	Yes

Vocational Training Programs

Law

Monterey Institute Of International Studies

425 Van Buren Street
Monterey, CA 93940

Provider Type: *4-year Colleges and Universities*

Location: 425 Van Buren Street
Monterey, CA 93940

Phone: (831) 647 -4100
Fax: (831) 647 -4199
URL Address: <http://www.miiis.edu>
E-Mail Address: sbaker@miiis.edu

Services Available

Financial Aid/Loan :	Yes
On-Site Child Care :	No
Career Development :	Yes
Counseling:	Yes
Job Placement :	Yes
Veteran Approved :	Yes
Distance Learning	No

Open Entry/Open Exit : No

Received upon completion

Certificate:	Yes
Diploma:	No
Associate Degree :	No
Bachelor's Degree :	Yes
Master's Degree:	Yes
Doctor's Degree:	No

Vocational Training Programs

Bilingual/Bicultural Education
English Technical and Business Writing
Environmental Science/Studies
Foreign Language Interpretation and Translation
Foreign Language Teacher Education
International Business
International Business Marketing
International Economics
International Finance
International Relations and Affairs
Juridical Science/Legal Specialization
Political Science and Government
Public Administration and Services
Public Finance
Public Policy Analysis
Teaching English as a Second Language/Foreign Language

Some Occupations Studied in this Report for which Training is Available

Law Enforcement Occupations

Monterey Institute Of Touch

27820 Dorris Drive
Carmel, CA 93923

Provider Type: *Private Business and Technical Schools*

Location: 27820 Dorris Drive
Carmel, CA 93923

Phone: (831) 624 -1006
Fax: (831) 626 -6916
URL Address: Not Available
E-Mail Address: mit@redshift.com

Services Available

Financial Aid/Loan :	No
On-Site Child Care :	No
Career Development :	No
Counseling:	No
Job Placement :	No
Veteran Approved :	No
Distance Learning	No

Open Entry/Open Exit : No

Received upon completion

Certificate:	Yes
Diploma:	No
Associate Degree :	No
Bachelor's Degree :	No
Master's Degree:	No
Doctor's Degree:	No

Vocational Training Programs

Cranio-Sacral Massage
Massage Practitioner
Massage Therapist
Sports Massage Specialization

Some Occupations Studied in this Report for which Training is Available

Massage Therapists

Monterey Peninsula Adult Education

Post Office Box 1031
Monterey, CA 93942

Provider Type: *Public Adult Schools With Occupational Programs*

Location: 200 Coe Avenue
Seaside, CA 93955

Phone: (831) 899-1615
Fax: (831) 899-7077
URL Address: <http://www.mpusd.k12.ca.us>
E-Mail Address: dclayton@monterey.k12.ca.us

Services Available

Financial Aid/Loan :	No
On-Site Child Care :	Yes
Career Development :	Yes
Counseling:	Yes
Job Placement :	No
Veteran Approved :	No
Distance Learning	Yes

Open Entry/Open Exit : Yes

Received upon completion

Certificate:	Yes
Diploma:	Yes
Associate Degree :	No
Bachelor's Degree :	No
Master's Degree:	No
Doctor's Degree:	No

Vocational Training Programs

Auto/Automotive Mechanic/Technician
Child Development, Care and Guidance
Computational Skills
Data Processing Technologist/Technician
Desktop Publishing Equipment Operator
Electrical and Electronics Equipment Installer and Repairer, General
General Office/Clerical and Typing Services
High School Equivalence Certificate G.E.D.
Information Processing/Data Entry Technician
Reading, Literacy and Communication Skills
Regular High School Diploma
Small Engine Mechanic and Repairer

Some Occupations Studied in this Report for which Training is Available

Automotive Mechanics
Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers
Child Care Workers
Receptionists and Information Clerks
Secretaries, except Legal and Medical

Monterey Peninsula College

980 Fremont Street
Monterey, CA 93940

Provider Type: 2-year, Technical, and Community Colleges

Location:	980 Fremont Street Monterey, CA 93940
Phone:	(831) 646-4039
Fax:	(831) 655-2627
URL Address:	http://www.mpc.edu
E-Mail Address:	Michael_Gilmartin@mpc.cc.ca.us

Services Available

Financial Aid/Loan :	Yes
On-Site Child Care:	Yes
Career Development :	Yes
Counseling:	Yes
Job Placement :	Yes
Veteran Approved :	Yes
Distance Learning	Yes

Open Entry/Open Exit:

Yes

Received upon completion

Certificate:	Yes
Diploma:	No
Associate Degree :	Yes
Bachelor's Degree :	No
Master's Degree:	No
Doctor's Degree:	No

Vocational Training Programs

Accounting Technician
Administrative Assistant/Secretarial
Science, General
Auto/Automotive Mechanic/Technician
Business Administration and Management, General
Business, General
Child Development, Care and Guidance
Communications, General
Computer and Information Sciences
Computer Programming
Criminal Justice Studies
Criminal Justice/Law Enforcement Administration
Dance
Data Processing Tech./Technician
Dental Assistant
Drama/Theater Arts, General
Engineering, General
English Language and Literature
Fashion and Fabric Consultant
Fashion Costuming
Fashion Design and Illustration
Fashion Merchandising

Fire Protection and Safety
Tech./Technician
Fire Science/Firefighting
Fitness Instructor
Food and Beverage/Restaurant
Operations Manager
Furniture Designer and Maker
General Office/Clerical and Typing Services
Golf Management Institute
Graphic Arts
Horticulture Services Operations and Management, General
Hospitality and Recreation Marketing Operations, General
Hospitality/Administration
Management
Hotel/Motel & Restaurant Management
Hotel/Motel Services Marketing
Operations
Information Processing/Data Entry
Technician
Interior Design
International Business
Landscaping Operations & Mgt.

Law Enforcement/Police Science
Marine Technology
Massage Therapy
Medical Administrative
Assistant/Secretary
Medical Assistant
Music, General Performance
Nursing (R.N. Training)
Occupational Therapy
Oceanography
Parks and Recreation
Physical Education Aide
Pre-Dentistry Studies
Pre-Elementary/Early
Childhood/Kindergarten Teacher
Education
Psychology, General
Real Estate
Sports and Exercise
Technical Theater/Theater Design and Stagecraft
Tourism Promotion Operations
Visual and Performing Arts
Wildlife and Wildlands Management

Some Occupations Studied in this Report for which Training is Available

Aquatic Science Technicians
Automotive Mechanics
Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers
Child Care Workers
Computer Support Workers
Data Processing Equipment Repairers
Dental Assistant
Firefighters

First Line Supervisors and Manager/Supervisors - Clerical and Administrative Support Occupations
Graphic Designers
Hotel Desk Clerks
Human Service Workers
Instructional Aides
Janitors and Cleaners - except Maids and Housekeeping Cleaners

Laborers, Landscaping and Groundskeeping
Law Enforcement Occupations
Massage Therapists
Medical Assistants
Occupational Therapy Assistants and Aides
Recreation Workers
Secretaries, except Legal and Medical
Stock Clerks - Sales Floor

Monterey/Santa Cruz Plumbers & Fitters #062 JATC

11185 Commercial Parkway, Suite A
Castroville, CA 95012

Provider Type: *Apprenticeship Programs*

Location: 11185 Commercial Parkway, Suite A
Castroville, CA 95012

Phone: (831) 633 -6091
Fax: (831) 633 -1613
URL Address: Not Available
E-Mail Address: UALocal62@aol.com

Services Available

Financial Aid/Loan :	No
On-Site Child Care :	No
Career Development :	No
Counseling:	Yes
Job Placement :	Yes
Veteran Approved :	Yes
Distance Learning	No

Open Entry/Open Exit : No

Received upon completion

Certificate:	Yes
Diploma:	No
Associate Degree :	No
Bachelor's Degree :	No
Master's Degree:	No
Doctor's Degree:	No

Vocational Training Programs

Heating, Air Conditioning and Refrigeration Mechanic and Repairer
Plumber and Pipefitter
Welder/Welding Technologist

Moss Landing Marine Laboratory Of California (CSU)

Post Office Box 450
Moss Landing, CA 95039

Provider Type: *4-year Colleges and Universities*

Location: 893 Blanco Circle
Salinas, CA 93901

Phone: (831) 755 -8650
Fax: (831) 753 -2826
URL Address: <http://color.mlml.calstate.edu/www/>
E-Mail Address: webmaster@mlml.calstate.edu

Services Available

Financial Aid/Loan :	Yes
On-Site Child Care :	No
Career Development :	No
Counseling:	No
Job Placement :	No
Veteran Approved :	Yes
Distance Learning	No

Open Entry/Open Exit : No

Received upon completion

Certificate:	No
Diploma:	No
Associate Degree :	No
Bachelor's Degree:	No
Master's Degree:	Yes
Doctor's Degree:	No

Vocational Training Programs

Marine Science
Marine/Aquatic Biology

North Monterey County Adult Education

Post Office Box 49
Moss Landing, CA 95039

Provider Type: *Public Adult Schools With Occupational Programs*

Location: 13994 Castroville Boulevard
Castroville, CA 95012

Phone: (831) 633 -7050
Fax: (831) 633 -7095
URL Address: <http://www.prunedale.org/schools.htm>
E-Mail Address: Not Available

Services Available

Financial Aid/Loan :	No
On-Site Child Care :	Yes
Career Development :	Yes
Counseling:	Yes
Job Placement :	Yes
Veteran Approved :	No
Distance Learning	No

Open Entry/Open Exit : Yes

Received upon completion

Certificate:	Yes
Diploma:	Yes
Associate Degree :	No
Bachelor's Degree :	No
Master's Degree:	No
Doctor's Degree:	No

Vocational Training Programs

Child Development, Care and Guidance
General Office/Clerical and Typing Services
Health-Related Knowledge and Skills
Information Processing/Data Entry Technician
Reading, Literacy and Communication Skills
Truck, Bus and Other Commercial Vehicle Operator

Some Occupations Studied in this Report for which Training is Available

Child Care Workers
Driver/Sales Workers
Receptionists and Information Clerks
Secretaries, except Legal and Medical

Pacific Grove Adult Education

1025 Lighthouse Avenue
Pacific Grove, CA 93950

Provider Type: *Public Adult Schools With Occupational Programs*

Location: 1025 Lighthouse Avenue
Pacific Grove, CA 93950

Phone: (831) 646-6580
Fax: (831) 646-6578
URL Address: <http://www.pgusd.org>
E-Mail Address: Not Available

Services Available

Financial Aid/Loan :	No
On-Site Child Care :	No
Career Development :	No
Counseling:	No
Job Placement :	No
Veteran Approved :	Yes
Distance Learning	No

Open Entry/Open Exit : Yes

Received upon completion

Certificate:	Yes
Diploma:	Yes
Associate Degree :	No
Bachelor's Degree :	No
Master's Degree:	No
Doctor's Degree:	No

Vocational Training Programs

Administrative Assistant/Secretarial Science, General
Computer and Information Sciences, General
High School Equivalence Certificate
Home Health Aide
Information Processing/Data Entry Technician
Nurse Assistant/Aide
Reading, Literacy and Communication Skills

Some Occupations Studied in this Report for which Training is Available

Home Health Care Workers
Nurse Aides
Receptionists and Information Clerks
Secretaries, except Legal and Medical

Salinas Adult School

20 Sherwood Place
Salinas, CA 93906

Provider Type: *Public Adult Schools With Occupational Programs*

Location: 20 Sherwood Place
Salinas, CA 93906

Phone: (831) 753 -4268
Fax: (831) 753 -4276
URL Address: <http://www.salinas.k12.ca.us>
E-Mail Address: dhenricks@salinas.k12.ca.us

Services Available

Financial Aid/Loan :	No
On-Site Child Care :	Yes
Career Development :	Yes
Counseling:	Yes
Job Placement :	Yes
Veteran Approved :	No
Distance Learning	No

Open Entry/Open Exit : No

Received upon completion

Certificate:	Yes
Diploma:	Yes
Associate Degree :	No
Bachelor's Degree :	No
Master's Degree:	No
Doctor's Degree:	No

Vocational Training Programs

Accounting Technician
Administrative Assistant/Secretarial Science,
General
Bilingual/Bicultural Education
Child Development, Care and Guidance
Computer and Information Sciences, General
Computer Installer and Repairer
Data Processing Tech./Technician
General Office/Clerical and Typing Services

Graphic and Printing Equipment Operator
High School Equivalence Certificate
Home Health Aide
Medical Administrative Assistant/Secretary
Medical Assistant
Nurse Assistant/Aide (CNA)
Physical Therapy Assistant
Regular High School Diploma
Truck, Bus and Other Commercial Vehicle Operator

Some Occupations Studied in this Report for which Training is Available

Bookkeeping, Accounting, and Auditing Clerks,
including Bookkeepers
Child Care Workers
Computer Support Specialists
Data Processing Equipment Repairers
Home Health Care Workers

Medical Assistants
Nurse Aides
Occupational Therapy Assistants and Aides
Physical Therapy Aides
Physical Therapy Assistants
Secretaries, except Legal and Medical

Salinas Beauty College

916 South Main Street
Salinas, CA 93901

Provider Type: *Private Business and Technical Schools*

Location: 916 South Main Street
Salinas, CA 93901

Phone: (831) 753 -9356
Fax: (831) 753 -0605
URL Address: Not Available
E-Mail Address: jimmonroe@earthlink.net

Services Available

Financial Aid/Loan :	No
On-Site Child Care :	No
Career Development :	Yes
Counseling:	Yes
Job Placement :	Yes
Veteran Approved :	No
Distance Learning	No

Open Entry/Open Exit : Yes

Received upon completion

Certificate:	No
Diploma:	Yes
Associate Degree :	No
Bachelor's Degree :	No
Master's Degree:	No
Doctor's Degree:	No

Vocational Training Programs

Cosmetologist
Manicurist

Sheet Metal Workers Local Union #104 J.A.C.

Post Office Box 940
Castroville, CA 95012

Provider Type: *Apprenticeship Programs*

Location: 11060 Commercial Parkway
Castroville, CA 95012

Phone: (831) 633 -6151
Fax: (831) 633 -9269
URL Address: Not Available
E-Mail Address: Not Available

Services Available

Financial Aid/Loan :	No
On-Site Child Care :	No
Career Development :	No
Counseling:	No
Job Placement :	Yes
Veteran Approved :	Yes
Distance Learning	No

Open Entry/Open Exit : No

Received upon completion

Certificate:	Yes
Diploma:	No
Associate Degree :	No
Bachelor's Degree :	No
Master's Degree:	No
Doctor's Degree:	No

Vocational Training Programs

Sheet Metal Worker

Shoreline Occupational Services

249 Tenth Street
Marina, CA 93933

Provider Type: Private Business and Technical Schools

Location: 249 Tenth Street
Marina, CA 93933

Phone: (831) 883 -3300
Fax: (831) 423 -8968
URL Address: <http://www.scgoodwill.org>
E-Mail Address: jcoll64694@aol.com

Services Available		Open Entry/Open Exit :	Yes
Financial Aid/Loan :	No	Received upon completion	
On-Site Child Care :	No		
Career Development :	Yes		Certificate: Yes
Counseling:	Yes		Diploma : No
Job Placement :	Yes		Associate Degree : No
Veteran Approved :	Yes		Bachelor's Degree : No
Distance Learning	No		Master's Degree: No
			Doctor's Degree: No

Vocational Training Programs

Accounting Technician
Administrative Assistant/Secretarial Science, General
Computer Applications
Culinary Arts
Custodial, Housekeeping and Home Services Workers and Managers
Executive Housekeeper
Food and Beverage/Restaurant Operations Manager
General Office/Clerical and Typing Services
General Retailing Operations
General Selling Skills and Sales Operations
Hospitality and Recreation Marketing Operations, General
Hospitality/Administration Management
Hotel/Motel Services Marketing Operations
Information Processing/Data Entry Technician
Receptionist

Some Occupations Studied in this Report for which Training is Available

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers
First Line Supervisors and Manager/Supervisors - Clerical and Administrative Support Occupations
Hotel Desk Clerks
Janitors and Cleaners - except Maids and Housekeeping Cleaners
Receptionists and Information Clerks
Secretaries, except Legal and Medical

The Fourth R

31 W. Market Street
Salinas, CA 93901

Provider Type: *Private Business and Technical Schools*

Location: 31 W. Market Street
Salinas, CA 93901

Phone: (831) 753-7777
Fax: (831) 753-2972
URL Address: <http://www.fourthr-salinas.com>
E-Mail Address: PJS@FourthR-Salinas.com

Services Available

Financial Aid/Loan :	No
On-Site Child Care :	No
Career Development :	Yes
Counseling:	Yes
Job Placement :	Yes
Veteran Approved :	No
Distance Learning:	No

Open Entry/Open Exit : Yes

Received upon completion

Certificate:	Yes
Diploma:	No
Associate Degree :	No
Bachelor's Degree :	No
Master's Degree:	No
Doctor's Degree:	No

Vocational Training Programs

Desktop Applications Specialist
Microsoft Office User Specialist - Microsoft Fast Track

University of California Extension, Santa Cruz - *Monterey Bay Science and Technology Center*

740 Front Street, Suite 155
Santa Cruz, CA 95060

Provider Type: *4-year Colleges and Universities*

Location: 3239 Imjin Road
Marina, CA 93933

Phone: (800) 660-8639
Fax: (831) 384-4900
URL Address: <http://www.ucsc-extension.edu>
E-Mail Address: stans@cats.ucsc.edu

Services Available

Financial Aid/Loan :	No
On-Site Child Care :	No
Career Development :	No
Counseling:	No
Job Placement :	No
Veteran Approved :	Yes
Distance Learning	Yes

Open Entry/Open Exit : No

Received upon completion

Certificate:	Yes
Diploma:	No
Associate Degree :	No
Bachelor's Degree :	No
Master's Degree:	No
Doctor's Degree:	No

Vocational Training Programs

Alcohol/Drug Abuse Counseling
Early Childhood Education
Environmental Safety and Health Management
Hazardous Materials Management
Human Services in Counseling
Occupational Safety and Health Management
Paralegal Studies
Teaching English as a Second Language and Cross-cultural Language & Development
Technology in Education

Some Occupations Studied in this Report for which Training is Available

Child Care Workers
Hazardous Materials Removal Workers
Human Service Workers

Wayne's College Of Beauty

1271 North Main Street
Salinas, CA 93906

Provider Type: *Private Business and Technical Schools*

Location: 1271 North Main Street
Salinas, CA 93906

Phone: (831) 443 -4077
Fax: (831) 443 -0326
URL Address: Not Available
E-Mail Address: Not Available

Services Available

Financial Aid/Loan :	Yes
On-Site Child Care :	No
Career Development :	No
Counseling:	No
Job Placement :	Yes
Veteran Approved :	Yes
Distance Learnin g	No

Open Entry/Open Exit : Yes

Received upon completion

Certificate:	Yes
Diploma:	Yes
Associate Degree :	No
Bachelor's Degree :	No
Master's Degree:	No
Doctor's Degree:	No

Vocational Training Programs

Aesthetician
Cosmetologist
Instructor Training
Manicurist

***Appendix B: LIST OF OCCUPATIONS SURVEYED
1990-1999***

OCCUPATIONS SURVEYED 1990-1999

1990

Assemblers/ Fabricators
Automotive Mechanics
Bookkeeping, Accounting and
Auditing Clerks
Bus and Truck Mechanics
Cashiers
Computer Operators
Counter and Rental Clerks
Cooks - Restaurant
Data Entry Keyers *
Dental Assistants
Electrical/Electronic Assemblers
Farm Equipment Mechanics *
Farm Equipment Operators *
Heating/Air Conditioning/ Refrigeration
Mechanics

Hotel Desk Clerks
Licensed Vocational Nurses
Maintenance Repairers
Medical Assistants
Mobile Heavy Equipment Mechanics*
Nurse Aides/Orderlies
Receptionists and Information Clerks
Sheet Metal Workers*
Stock Clerks - Storeroom,
Warehouse*
Tellers
Traffic, Shipping, and Receiving
Clerks*
Truck Drivers, Heavy
Truck Drivers, Light
Waiters and Waitresses

1991

Adjustment Clerks *
Bakers - Bread and Pastry
Billing, Cost, and Rate Clerks
Computer Programmers
Drafters
Employment Interviewers -
Private and Public
Employment Service *
Food Service Managers
Guards and Watch Guards
Industrial Truck and
Tractor Operators
Instructional Aides
Laundry/Drycleaning Machine
Operators and Tenders

Legal Secretaries
Loan and Credit Clerks
Lodging Managers
Maids and Housekeeping Cleaners
Medical Secretaries
Order Clerks - Materials,
Merchandise, and Service
Paralegal Personnel*
Property and Real Estate Managers
and Administrators
Salespersons - Parts
Stock Clerks - Sales Floor
Typists
Urban and Regional Planners

1992

Accountants and Auditors
Agricultural Sales Workers
Bill and Account Collectors
Child Care Workers
Correction Officers and
Jailers *
Dining Room and Cafeteria
Attendants, and Bartender
Helpers
Electrical and Electronic
Engineers
Farmworkers, Vegetables
Food Preparation Workers
Gardeners, Groundskeepers

Graders and Sorters - Agricultural Products
Hand Packers and Packagers
Janitors and Cleaners
Loan Officers and Counselors
Marketing, Advertising, and Public
Relations Managers
Paper Goods Machine Setters and
Set-up Operators*
Production Inspectors, Testers,
Graders, Sorters, Samplers, and
Weighers
Radiologic Technologists -Diagnostic
Registered Nurses
Travel Agents
Welders and Cutters

1993

Bookkeeping, Accounting and
Auditing Clerks, including
Bookkeepers (Update)
Combined Food Preparation and
Service Workers
Cooks - Specialty Fast Food
Cost Estimators
Counter Attendants
Driver/Sales Workers
Financial Managers
First Line Supervisors and
Manager/Supervisors -
Clerical and Administrative
Support Occupations
First Line Supervisors and
Manager/Supervisors -
Sales and Related Occupations

General Office Clerks
Hairdressers, Hairstylists, and
Cosmetologists
Home Health Care Workers
Hotel Desk Clerks (Update)
Insurance Policy Processing Clerks
Medical Assistants (Update)
New Accounts Clerks
Purchasing Managers
Receptionists and Information
Clerks (Update)
Secretaries, General
Teachers - Elementary School
Teachers - Secondary School
Tire Repairers and Changers
Underwriters*

1994

Billing, Posting, Calculating
Machine Operators
Carpenters
Cashiers (Update)
Dental Assistants (Update)
Dental Hygienists
Designers - except Interior
and Floral
Electrical, Electronic
Engineering Technicians
Food Servers - Outside
Hazardous Waste and
Materials Technicians *
Hosts, Hostesses - Restaurant
Restaurant
Industrial Production Managers
Licensed Vocational Nurses

Maids and Housekeeping Cleaners
(Update)
Maintenance Repairers-Utility (Update)
Nursery Workers
Pharmacists
Production, Planning and
Expediting Clerks
Sales Agents - Advertising
Sales Agents - Financial Services
Sales Agents and Placers -
Insurance
Sales Agents - Selected Business
Services
Sales Representatives -
non-Scientific, except Retail
Systems Analysts, Electronic
Data Processing

1995

Automotive Body and
Related Repairers
Automotive Mechanics ^
Bartenders
Bus and Truck Mechanics
and Diesel Engine Specialists^
Bus Drivers
Bus Drivers - School
Computer Network (LAN/WAN)
Technicians
Data Processing Equipment
Repairers

Human Service Workers
Instructors and Coaches - Sports
and Physical Training
Medical and Clinical Laboratory
Technologists
Office Machine and Cash Register
Servicers
Operating Engineers
Payroll and Timekeeping Clerks
Social Workers - Medical and Psychiatric
Social Workers - except Medical
and Psychiatric

1995 (Continued)

Dispatchers - except Police ,
Fire, Ambulance
Electrical and Electronic
Assemblers ^
English and Foreign Language
Teachers - Postsecondary

Tax Interviewers/ Preparers
Typists, including Word
Processing^
Vocational and Educational
Counselors
Writers and Editors

1996

Artists and Related Workers
Assemblers and Fabricators - except Machine,
Electrical, Electronic, and Precision^
Child Care Workers^
Computer Programmers, including Aides^
Cooks - Restaurant^
General Office Clerks^
Housekeeping Supervisors^
Human Resource Technicians
Instructors - Nonvocational Education
Kindergarten Teachers

Machinists
Patient Insurance Clerks
Phlebotomists
Preschool Teachers
Salespersons - Retail (except Vehicle Sales)
Secretaries - Legal
Secretaries - Medical
Teachers - Special Education
Truck Drivers - Heavy or Tractor Trailer^
Truck Drivers, including Delivery
and Route Workers^

1997

Cardiology Technologists
Combined Food Preparation and
Service Workers^
Correction Officers and Jailers^
Dining Room and Cafeteria Attendants and
Bartender Helpers^
Drafters^
Food Preparation Workers^
Guards and Watch Guards^
Home Health Care Workers^
Instructional Aides^
Massage Therapists

Occupational Therapy Assistants and Aides
Painters, Paperhangers - Construction and
Maintenance
Pharmacy Technicians
Physical Therapists
Police and Detective Supervisors
Police Detectives
Police Patrol Officers
Sheriffs and Deputy Sheriffs
Sales Representatives, Scientific and Related
Products and Services - except Retail
Wholesale and Retail Buyers - except Farm
Products

1998

Agricultural Sales Workers^
Biological, Agricultural, and Food Technicians
and Technologists - except Health
Bookkeeping, Accounting and Auditing Clerks,
including Bookkeepers^
Cooks - Specialty Fast Food^
Counter Attendants^
Data Processing Equipment Repairers^
Farm Equipment Mechanics^
Farm Equipment Operators^
Farmworkers, Food and Fiber Crops^
Firefighters
First Line Supervisors - Agricultural, Forestry, Fishing
and Related Occupations

Hand Packers and Packagers^
Janitors and Cleaners - except Maids and
Housekeeping Cleaners^
Nurse Aides^
Personnel Clerks - except Payroll and
Timekeeping
Physical Therapy Aides
Physical Therapy Assistants
Receptionists and Information Clerks^
Stock Clerks - Sales Floor^
Waiters and Waitresses^

1999

Amusement and Recreation Attendants^
Aquatic Science Technicians
Automotive Mechanics^
Carpenters^
Child Care Workers^
Computer Support Specialists
Dental Assistants^
Driver/Sales Workers^
First Line Supervisors and Manager/
Supervisors - Clerical and
Administrative Support Occupations^
Graphic Designers

Hazardous Materials Removal Workers^
Hotel Desk Clerks^
Human Service Workers^
Laborers, Landscaping and Groundskeeping^
Marine Technicians
Medical Assistants^
Recreation Workers
Secretaries, except Legal and Medical^
Surgical Technicians
Telephone and Cable T.V. Line Installers and
Repairers

* = *Limited Survey*

^ = *resurveyed occupation*

Appendix C: SAMPLE SURVEY QUESTIONNAIRE

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

Name: _____

Position: _____

Phone: _____ Fax: _____

AMUSEMENT AND RECREATION ATTENDANTS

Amusement and Recreation Attendants perform a variety of duties at amusement or recreation facilities. They schedule the use of recreation facilities and allocate equipment to participants of sporting events or recreational pursuits, collect fees for games played, set pins, prepare billiard tables, provide caddying and other services for golfers, and operate carnival rides and amusement concessions. **(OES Code 680140)**

Does your firm employ any individual performing the duties in the occupation described above? ☐ Yes ☐ No

If yes, please complete this survey for the occupation described.

If no, please return this questionnaire to the above address.

If your firm has multiple locations, please confine your answers to locations in **Monterey County**.

1. What job title(s) does your firm use for these duties? _____

2a. How many employees does your firm currently have in this occupation? _____

2b. In this occupation, how many are: Male? _____ Female? _____

2c. In this occupation, how many current employees are there, and, on average, how many weekly hours do they work?

Regular, Full Time: _____ Average Weekly Hours Worked: _____

Regular, Part Time: _____ Average Weekly Hours Worked: _____

Temporary/On Call: _____ Average Weekly Hours Worked: _____

Seasonal: _____ Average Weekly Hours Worked: _____

3. In your firm, what shifts are available for this occupation? (check all that apply)

☐ Day ☐ Swing ☐ Graveyard ☐ Other (Please specify): _____

4. Has your firm hired in this occupation within the last 12 months? ☐ Yes ☐ No

If yes,

How many were hired to fill vacancies resulting from promotions within your firm? _____

How many were hired to fill vacancies resulting from people in permanent positions leaving your firm? _____

How many were hired to fill new permanent positions resulting from growth? _____

How many were hired to fill temporary, on call, or seasonal positions? _____

5a. During the last 12 months, did your firm's employment in this occupation: (Check one)

☐ Decline ☐ Remain Stable ☐ Grow

5b. Over the next 24 months, do you expect your firm's employment in this occupation to: (Check one)

☐ Decline ☐ Remain Stable ☐ Grow

6. When you hire applicants for this occupation, is prior experience in this occupation required?

☐ Yes ☐ No ☐ Not required, but preferred

If yes or preferred, how much experience in this occupation is required/preferred? _____ (months)

Is experience in other occupations accepted? ☐ Yes ☐ No

If yes, please specify: Occupation: _____ (months)

7. If prior experience is required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find fully qualified applicants.
(Circle one)

Not Difficult = 1 2 3 4 = Difficult

8. If prior experience is not required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find qualified applicants.
(Circle one)

Not Difficult = 1 2 3 4 = Difficult

9. Does your firm accept training as a substitute for experience in this occupation? ☐ Yes ☐ No

If yes, how many months of training can generally be substituted? _____ (months)

10. Is technical or vocational training required prior to employment in this occupation?

☐ Yes ☐ No ☐ Not required, but preferred

If yes or preferred, what kind of training is required/preferred? _____ (months)

11. What is the minimum level of education your firm requires when hiring an applicant in this occupation? (Check one).

☐ Less than high school diploma ☐ High school diploma or equivalent

☐ Associate Degree (2 year) ☐ Bachelor Degree (4 year) ☐ Graduate Study

12a. What is the usual income earned by your firm's employees in this occupation at the following levels of skill and experience?

Base Wage or Salary

• New hires, no experience (trained or untrained): \$ _____

• New hires who are experienced: \$ _____

• Experienced employees after 3 years: \$ _____

Please check one: ☐ Hour ☐ Week ☐ Month ☐ Year

12b. For other compensation, if applicable, please indicate the average overall earnings and types(s) of compensation.

• New hires, no experience (trained or untrained): \$ _____

• New hires who are experienced: \$ _____

• Experienced employees after 3 years: \$ _____

Please check one: ☐ Hour ☐ Week ☐ Month ☐ Year

Type of Compensation: ☐ Commission ☐ Tips ☐ Bonus ☐ Piece Rate ☐ Other (Please specify): _____

13. Are the wages for employees in this occupation subject to a collective bargaining or union agreement?

☐ Yes ☐ No If yes, what is the name of the union or local number? _____

14. Please check which benefits your firm offers full-time (FT) and part-time (PT) employees in this occupation and which best describes who pays for them:

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sick Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retirement Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please Specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15a. Does your firm ever promote employees in this occupation to higher level positions? ☐ Yes ☐ No

If yes, what are the titles of the positions to which they may be promoted?

15b. What skills are important for career advancement?

16. What computer software skills, if any, does your firm seek in applicants for this occupation? (Check all that apply and specify software name) ☐ None

☐ Word Processing _____

☐ Desktop Publishing _____

☐ Spreadsheet _____

☐ Other _____

☐ Database _____

17. What other new skills are needed to perform the duties of this occupation?

18. When your firm hires employees for this occupation, which are the top three most successful recruitment methods?

☐ In-house promotions or transfers

☐ Newspaper ads

☐ Internet

☐ EDD

☐ Walk-in applicants

☐ Colleges/Universities

☐ School/program referrals

☐ Union hall referrals

☐ Employee referrals

☐ Private employment agencies

☐ Trade journals

☐ Other (Please specify):

19. Are you aware of any new, changing, or emerging occupations in your industry? ☐ Yes ☐ No

If yes, please specify: _____

20. Would you like to receive a complimentary copy of the survey results for this occupation? ☐ Yes ☐ No

21. (Optional Question) The following is a list of qualifications that may or may not be important for **job entry** into this occupation. Please indicate the degree of importance for each qualification, using the following sliding scale of 1-4 : Not Important = 1 2 3 4 = Very Important

Physical Qualifications:

___ Pass a pre-employment medical exam

___ Pass a drug screening exam

___ Possess excellent hearing

___ Possess excellent vision

___ Able to perform strenuous, physically demanding work

___ Able to sit continuously for 2 or more hours

___ Able to stand continuously for 2 or more hours

Flexibility:

___ Willingness to work nights

___ Willingness to work weekends

___ Willingness to work part-time

___ Willingness to work on-call

___ Willingness to work overtime

Other Skills and Qualifications:

___ English grammar and spelling skills

___ Legible handwriting skills

___ Reading and comprehension skills

___ Listening skills

___ Verbal communication and speaking skills

___ Basic math skills

___ Advanced math skills

___ Fluent bilingual skills (please specify languages below)

Bilingual Language(s): _____

___ Ability to work effectively in a team work environment

___ Ability to work well independently

___ Ability to effectively delegate work and supervise staff

___ Ability to perform routine, repetitive work

___ Ability to work effectively under periods of high pressure

___ Trained in CPR and first aid techniques

___ Possess good DMV driving record

___ Possess own vehicle and insurance

22. (Optional Question) Would you consider using subsidized

On-the-Job Training for this occupation? ☐ Yes ☐ No

